**APPLICATION FOR LEAVE OF ABSENCE:**

**EXTENDED LEAVE**

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take leave during term time. Parents **do not** have an automatic right to take their children out of school during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Please supply all reasons for requesting the leave at this stage.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. By definition, exceptional circumstances should not occur regularly. Therefore, it is not expected that leave will be requested on an annual basis.

**Please note: Changes in Government Law mean that Headteachers are unable to authorise any absence for holidays whatsoever.**

If there are further questions about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that will be taken into account by school when considering a request for leave.

**PARENTS SECTION**

**(**Please attach additional sheets if necessary)

Surname of child: First Name

Date of Birth: Year Group:

Surname of parent/carer: First name:

Relationship to child: Are there any siblings

 applying for leave:

Home address:

Postcode: Telephone number:

Please **state all reasons**

**at this stage** why leave must

be taken during term time

instead of during school

holiday periods:

Length of absence:

(number of days in school) Destination:

Date of Departure: Date due back in school:

Emergency UK telephone Other emergency contact

Contact name and details, if leave is outside

Number: the UK:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |

**Employer Details:**

If you are stating work commitments

as a reason for requesting leave,

please complete this section and

attach any evidence you have

showing why leave cannot be taken

during the school holidays.

**Parent/carer’s signature: Date of Application:**

**FACTORS FOR CONSIDERATION**:

Students attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child’s educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

* Is his/her attendance already below 95% or a previously agreed target?
* Has he/she already had leave during term time this year?
* Did he/she have leave of absence during term time in the previous school year(s)?
* Does he/she have any absences which have been recorded as unauthorised this year?

**SCHOOL SECTION:**

Date application received: Student’s % Attendance:

Date and outcome

of meeting with parent(s):

(if applicable)

About the request:

No

Leave request approved?

Yes

(Please circle)

Yes

No

Parent(s) informed of potential

Consequences of taking unauthorised leave

No

Yes

Yes

Is leave in excess of 10 days?

No

Yes

Parent(s) informed of potential consequences

of failure to return on due date?

Reason(s) for decision:

Number of previous

applications granted:

**Headteacher’s signature:** Date:

**Please return a copy of this form to the parent/carer after consideration**

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.