



# Leave of Absence Request Form

**Please read the information on the reverse of this form before its completion**

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren)	Year Group/ Class
.....	.....
.....	.....
.....	.....

Leave of absence dates

Start date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Number of school days missed \_\_\_\_\_

Reason for requesting Leave of Absence at this time .....

.....

.....

A LETTER FROM AN EMPLOYER (ON LETTER HEADED PAPER) MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence

Parent 1 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ parent 1      Signed: \_\_\_\_\_ parent 2

Date of Application: \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

## SCHOOL USE ONLY

Date received: \_\_\_\_\_

% Attendance: \_\_\_\_\_

Authorised/Unauthorised.

Reason: \_\_\_\_\_

## Leave of absence in term time – information for consideration:-

- 1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 2 The Governing Body have determined that requests for leave of absence taken during term time will **automatically** be declined for the following reasons:
  - If a child has less than 96.0% attendance. This will be based on genuine absences e.g. Illness, religious observation, medical appointments.
  - If there has been more than one request in the academic year.
  - the child will be sitting statutory tests e.g.
    - Year 1 Phonics – June
    - Year 2 SATs – May
    - Year 6 SATs - May
  - In September at the beginning of a new academic year.
- 3 There is no requirement to authorise just because a request has been made.
- 4 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 5 No parent can demand leave of absence for the purposes of a holiday as a right.
- 6 Any request for leave must be made in advance.
- 7 Holidays cannot be authorised retrospectively.
- 8 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements, then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
- 9 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday, parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 10 The school will consider each request on its own merits and whether there are any exceptional circumstances for authorising the absence. The following are provided for illustration purposes as examples which **may be considered** exceptional and approved for term time leave (this is not a definitive list):
  - Inflexible leave allocation in the parents profession or parent/carer required to take leave during factory or workplace close down (evidence required)
  - To attend a family wedding or other special family celebration of a close family member i.e. parents, siblings and grandparents
  - Death of a close family member
  - Critical or life threatening illness of parent/carer or sibling
  - Parent/carer requiring time to recover from a critical illness or major surgery
  - Once in a lifetime opportunities
  - Events that are of a unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.
  - Events of religious or cultural significance