



Application for Pupil's Leave of Absence

As a parent or carer you should fill in this form if you wish to take your child out of school during term time.

After completing the form, please return it to the Headteacher **no less than 2 weeks** before the date when you want the period of absence to start.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg 7 of The Education (Pupils Registration) Regulations 2007 and Sections 52-74 of the DFE publication "Keeping Pupil Registers".

Schools will decide whether or not to authorise leave of absence for a family holiday. Parents or carers should not expect such leave to be granted as of right. So, to help with the decision making process as to whether the leave will be authorised or unauthorised, please provide the reason as to why the leave cannot be taken during the normal school holidays. Permission will not necessarily be given purely because holidays are cheaper in term time. Permission will not be granted if the application is received after the holiday has taken place. Parents will be informed of the outcome within 5 school days of the request being received.

PLEASE READ THE INFORMATION ON THE BACK OF THIS APPLICATION BEFORE COMPLETING THE FORM BELOW.

I request that _____ (name of child/ren)

in class/es _____ be granted leave of absence

from _____ to _____
(First day absent from School) (The last school day that will be missed)

in order to take part in _____ (event)

The leave cannot be taken in the normal school holidays because _____

(Please continue on back of form if you need further space to explain)

Signed _____ Date _____

To be completed by the Headteacher

Current attendance rate.....%

Due to attendance rate

Insufficient notice provided

Authorised

Unauthorised Not special circumstances

Signed _____ Date _____

Information for parents:

Any absence has a detrimental impact on a child’s education. Holiday absence can and should be avoided. For instance, 90% attendance is the equivalent of missing half a day of school every week.

Authorisation:

Only in special circumstances will holiday leave be authorised during term time. Such special circumstances will include:

- When a family needs to spend time together to support each other during or after a crisis
- Service personnel or other employees who are prevented from taking holidays outside term time **if** the holiday will have minimal disruption to the pupil’s education. In such circumstances a letter will be required from the employer.
- Extended visits overseas (outside of Europe) to visit family.

The Headteacher will not normally authorise holiday leave if:

- A pupil has an attendance rate of 95% and below
- During assessment weeks or National Curriculum SATs
- It overlaps with the beginning of a new term

The Headteacher will not authorise holidays if/because of:

- Pupils miss the start of a new school year (ie September)
- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather during school holidays

Headteacher’s discretion:

Under the law, Headteachers have the discretion to authorise up to 10 days (20 sessions) absence for holiday in a school year. This will only be used if the above criteria are met. Parents do not have an automatic entitlement to holiday during term time.

Unauthorised absence:

Where the above conditions are not met, holiday during term time will not be authorised. If parents still take their children out of school then the Local Authority may issue a fixed penalty notice. **This is £60 per parent, per child.**