

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent/carer with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child’s educational progress. There is **no** entitlement to parents/carers to take their child out of school during term time.

If the absence is not authorised and the holiday is taken, the case will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to **each parent/carer for each child** taken out of school.

Important: Please complete one application per child.

This form is to be completed as soon as possible and not later than 2 weeks before the proposed absence and return to the Attendance Team.

Name of Child	
DOB	
Class	
Date of first day of absence	
Date of last day of absence	
Number of days requested	
City and country of destination	

Important: I confirm that a letter is attached outlining the ‘exceptional circumstances’ for which a leave of absence is being applied for. I acknowledge that it is entirely the decision of the Head Teacher whether or not the reason provided constitutes an exceptional circumstance. Furthermore, I also understand that failure to attach a letter will result in this application not being considered.

Signed	
Print Name	
Relationship to Child	
Date	

Please ensure supporting letter is clearly marked with child’s name and class.

FOR OFFICE USE ONLY

Factor taken into account:

Other exceptional circumstances