



**Application for Student Leave of Absence From School During Term Time**

**Important Information for Parents**

- Headteachers must comply with the Statutory Regulations, meaning they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Headteacher of the school who decides if a period of leave during term time should be authorised or not – they may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance, before any arrangements are confirmed / money committed
- This form **MUST** be completed by the parent who intends to remove the student from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised
- **Parents/Carers need to be aware that if a holiday request is not authorised by the school, a Fixed Penalty Notice may be issued.**

<b>Full name of child/ren:</b>	<b>Year &amp; Tutor Group(s):</b>
<b>Address:</b>	<b>Date of application:</b>

**Please outline the exceptional circumstances for the leave of absence:**  
(attach any relevant supporting evidence to this application form before submission)

Will your child/ren miss any mock or national examinations during the absence?	Yes / No
Is their attendance above 95% (or a previously agreed individual target)?	Yes / No
Have they already had leaving during term-time this academic year? If yes, please give previous date(s):	Yes / No
Did they take leave of absence during term-time in the previous academic year?	Yes / No

<b>From (1<sup>st</sup> day of absence):</b> _____	<b>To (last day of absence):</b> _____
<b>Total number of school days absent:</b> _____	<b>Expected date of return to school:</b> _____

*I would like to request the above absence. I understand that I have no legal entitlement to take my child/ren on holiday during term time and I understand that the school strongly advises against taking unnecessary absence. I accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure that my child/ren catch up with any work that is required of them.*

<b>Signature of parent(s)/carer(s):</b>	<b>Print Name(s):</b>
---	-----------------------

<b>YOUR REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME HAS BEEN:</b>	
<b>Agreed</b> (Days agreed      ) <b>NOT agreed</b>	<i>Signature of Headteacher:</i>