



APPLICATION FOR LEAVE OF ABSENCE

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances, and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Requests must be made in advance.

PARENTS SECTION (to be completed first)

(Please complete one form per family)

Name of Child(ren)		DOB	Class
Surname of Parent/Guardian (must be the parent/guardian the child(ren) normally resides with)		First Name	
Address of Child(ren)			
Postcode		Telephone No.	
I request permission for my child(ren) to be absent from school:			
First Day Absence:		Last Day Absence:	
Date Returning to school:		Total Number of Days Requested:	
The reason for request a leave of absence: <i>(Please explain fully the exceptional circumstances that you would like the Headteacher to consider, continue on separate sheet if necessary)</i>			

Has evidence been provided of exceptional circumstances/other circumstances?	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Is your child(ren)'s attendance already below 90% or previously had an individual agreed target?	Yes / No
Would your child(ren) be absent for more than ten school days?	Yes / No
Has your child(ren) already had leave during term-time this school year? <i>(if so please provide dates and number of school days missed)</i>	Yes / No
Do you feel your child(ren)'s attainment would be affected by missing time in school?	Yes / No

SEPARATED FAMILIES (please only complete this section if custody of your child(ren) is shared)

I have informed my child's mother/father of this holiday request.	Yes	No
I understand that my child's mother/father will be informed by school of this holiday request and the outcome. (Please contact school if you wish to discuss further with School Attendance Officer)	Yes	No
I understand that any family disputes relating to holiday requests is a legal matter, and not a school-based issue.	Yes	No

Declaration:

I have read and understood the information in the Attendance and Absence Policy regarding leave of absence during term time, unauthorised absence and penalty notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Headteacher.

Parent/Carer Name:

Parent/Carer Signature:

Date :

Please contact a member of the school's Social Inclusion Team on 01429 273895 if you wish to discuss this further.

SCHOOL SECTION:*(To be completed by Attendance Team.)*

Previous LOA / holidays in term-time	Approved _____ school days	Not Approved _____ school days
Number of previous applications granted		
Current Attendance (%):		Previous Attendance (%):
Class Teacher's comments: (regarding attainment level and impact this time absent if approved)		
Head Teacher's Approval	Yes / No	
Parents Informed <i>(both if separated)</i> Yes / No	Telephone Call:	
	Letter:	
	Meeting in School:	
If unauthorised: Attendance in 10 weeks prior to holiday (taken from last day in school before leave of absence starts)	☐ Above 90%. School to monitor attendance ☐ Under 90%. Refer to School Attendance Officer for Penalty Notice to be issued.	