



## **1. APPLICATION FORM**

### **PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE**

**Leave of Absence may only be granted by the Head Teacher. Please submit at least two weeks before required absence.**

A pupil **may** be granted Leave of Absence in exceptional circumstances where:

- (a) an application has been made **in advance** to the Head Teacher by a parent **and**
- (b) the Head Teacher considers that Leave of Absence should be granted due to the **exceptional circumstances** relating to that application.

Parents or Carers do not have the right to withdraw a pupil from the Academy to go on holiday or for any other reason during term-time. We would, therefore, ask for your support by ensuring that requests for leave of absence in term-time are made only in exceptional circumstances. Please ensure you are granted Leave of Absence **before** you make any arrangements or bookings. This decision will be provided in writing.

It is very rare that a pupil is **granted more than ten Academy days**. If you wish to apply for more than ten days you must make an appointment with your child's teacher and discuss your request.

When considering a request for leave of absence the Academy may take into account:

- the amount of time requested;
- age of the pupil;
- the pupil's general absence / attendance record;
- proximity of SATs and public examinations;
- length of the proposed leave;
- pupil's ability to catch up the work;
- pupil's educational needs / attainment compared with potential general welfare of the pupil;
- circumstances of the leave;
- purpose of the leave;
- frequency of the activity when the request was made

If a request, or any part of it is refused, and the child does not attend the Academy, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

**The Local Authority will be informed of UNAUTHORISED ABSENCES relating to requests for Leave of Absence and will take appropriate action, which will normally include a Penalty Notice or prosecution.**

I need to draw your attention to the fact that parents have a duty in law to ensure their child attends regularly, unless they are unable to do so by reason of ill-health or other legally acceptable reason.

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £80.00 or £160.00. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.**

Parents **do not** have a right to 10 days holiday in term time.

The DFE guidelines specifically state that holidays taken for the following reasons should ***not*** be authorised:

- availability of cheap holidays
- availability of desired accommodation
- poor weather in school holidays
- overlap with beginning or end of term.

If you are requesting a Leave of Absence due to parent's work allocations, please provide documentary evidence of a shift pattern or a letter from the personnel department of the company.

**Please consider the following facts:**

**(SOURCE DFE)**

- A pupil who is authorised to take ten days' holiday during one whole academic year will attain only 94.7% attendance.
- There is a strong link between the amount of absence and the results / qualifications that a pupil achieves.
- Every lesson matters – children who have time off often find it difficult to catch up and do well at school.
- Research suggests that just seventeen days missed from school equates to a GSCE grade.

Name of Pupil:

Class:

Address:  
Telephone Number:

- I have read the accompanying letter and understand the impact that this Leave of Absence request will make upon my son/daughter.
- I have enclosed all documentary evidence to support my application.  
i.e. Shift patterns and/or letter from my employer.

Please list any siblings and the school they attend for whom you are also requesting Leave of Absence.

**NAME**

**CURRENT SCHOOL**

_____	_____
_____	_____

I would like to request Leave of Absence for my son / daughter.

From \_\_\_\_\_  
(first day of absence)

To \_\_\_\_\_  
(last day of absence)

Total number of days the pupil would be absent from the Academy

If more than 10 days, please make an appointment with your child's teacher before submitting this form.

Meeting Date: .....

Please detail the exceptional reason for requesting a Leave of Absence during term time.

\_\_\_\_\_

Name of Parent/Carer with whom the pupil resides: \_\_\_\_\_

Signature of Parent/Carer with whom the pupil resides: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Authorised / Unauthorised	Fine / No Fine	Signature.....
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Proud to be part of the  
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