

## Application for Leave of Absence

The Department for Education has announced important changes to legislation surrounding school holidays in term time.



From September 2013, the new law means that parents **do not** have the automatic right to take their child on holiday during term time. **Holidays will only be granted in exceptional circumstances.** By definition, exceptional trips should not occur regularly. It is a legal requirement for parents/carers to obtain consent before removing their child from school to take any leave in term time. Application for leave of absence must be made and the school must be satisfied that the circumstances are truly exceptional. If a child is taken out of school without permission, the absence will be marked as 'unauthorised' and could possibly result in a Fixed Penalty Notice being issued. From September 2013 these Notices cost £60 per parent per child if paid within 21 days, and £120 if paid between 22 and 28 days. Information to this effect from the local authority is on our website. Further information can also be obtained from <https://www.gov.uk/government/publications/school-attendance>

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**Parents' section (NB the application must come from the parent with whom the child usually resides)**

CHILD 1 \_\_\_\_\_ YEAR GROUP \_\_\_\_\_

CHILD 2 \_\_\_\_\_ YEAR GROUP \_\_\_\_\_

Home address:

Postcode:

Telephone number:

Please provide information here regarding the exceptional circumstances supporting this application for leave:

Length of absence (no of school days):

Destination:

Date of departure:

Date due back in school:

**Employer details – if you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have shown why leave cannot be taken during the school holidays.**

|            |  |
|------------|--|
| Name:      |  |
| Address:   |  |
| Telephone: |  |

Parent/carer's signature:

Date of Application:

Parent's name:

**PLEASE READ THE FOLLOWING CONDITIONS:**

**We strongly advise parents that holidays should not be taken in term time.**

This form is to be completed by the parent and forwarded to Student Reception at least four weeks prior to the requested period of absence. If you are applying for anytime in September, your application must be lodged before the end of July. **Late applications may be declined.**

This form will be returned to you by post informing you of the school's decision.

| FOR SCHOOL USE                           |     |    |  |       |    |
|--|-----|----|--|-------|----|
| Date received                            |     |    | Current % attendance   |       |    |
| Previous year's %attendance              |     |    | Code for register  |       |    |
| Leave request approved?                  | Yes | No | Parent(s) informed of potential consequences of taking unauthorised leave: | Yes   | No |
| Reason(s) for decision:                  |     |    |  |       |    |
| Number of previous applications granted: |     |    |  |       |    |
| Deputy headteacher's signature:          |     |    |  | Date: |    |

**After considering the application, a copy of this form should be returned to the parent/carer**

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence in case they are challenged by an attendance/police officer during a truancy sweep.