

## 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 £80 per parent per child if paid within 21 days, and £160 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 the DFE guidance ['Working together to improve school attendance'](#) .

**We strongly advise parents that holidays should not be taken in term time and will not be authorised by school.**

### PARENTS' DETAILS

**(PLEASE NOTE 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:	

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 as to why leave cannot be taken during the school holidays.**

Employer Name:	
Address:	
Telephone:	

**Parent/carer's signature:**

**Parent's name:**

**Date of Application:**

**PLEASE READ THE FOLLOWING CONDITIONS:**

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.*

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:	

**A copy of this form should be placed on the student's file.**