

Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion**

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren)	Year Group
.....
.....
.....

Leave of absence dates

Start date: ___/___/___ End Date: ___/___/___ Number of school days missed _____

Reason for requesting Leave of Absence at this time

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.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name & address of parent(s)/Carer(s) applying for leave of absence

Parent Name: _____

Address: _____

Signed: _____ parent

Date of Application: _____

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

SCHOOL USE ONLY

Date received: _____

% Attendance: _____

Leave of absence in term time – information for consideration

- 1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 2 There is no requirement to authorise just because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
 - Parent's workplace holiday arrangements if supported by a letter from employer.
 - The overall attendance of the child for the previous academic year or 3 terms.
 - If taking leave of absence in the first half of the autumn term would have a negative impact on pupil progress.
 - If a previous holiday has been taken in the same academic year.
 - Timing of internal and/or external examinations/assessments.
 - The reason given by a parent for requesting leave of absence in term time.