

Carr Green Primary School

Application for Pupil Leave of Absence in Exceptional Circumstances During Term Time

Please find information below about leave of absence in term time following statutory amendments to the Education Regulations in 2013. Leave can only be authorised in exceptional circumstances therefore please complete and return the application form overleaf should you wish to apply in such circumstances.

This form should be completed by the parent/carer with whom the child lives and returned to the school as far in advance as possible. Parents/carers must obtain the school's permission **before making any arrangements for leave in exceptional circumstances.**

No parent/carer can demand leave of absence as of right. The Education Regulations state **that applications for leave must be made in advance by a parent with whom the child lives** and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- ☐ Service personnel returning from active deployment
- ☐ Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- ☐ Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- ☐ When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Please note: The regulations state that Headteachers would not be expected to class any term time holiday as exceptional. Affordability of holidays cannot be classed as exceptional circumstances.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress as they will miss part of a sequence of learning that other pupils will be experiencing. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.

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This form must be completed by the main parent/carer, with whom the child lives for the majority of the time

Name of pupil(s):	
Class(es):	
Address:	Telephone Number:
I request permission for my child(ren) to be absent from school on the following dates: First day of absence: Last day of absence: Total number of school days:	
Exceptional circumstances for request: <i>(this section must be answered in full, against stated criteria)</i>	

Signature of parent/carer _____ Name of parent/carer _____

Date _____

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For school use only

Seen by Headteacher (signature) Date:	Date reply returned: Noted on SIMS
Decision reached: Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>	