



# Larkfields Infant and Junior Schools

Coronation Road, Nuthall, NG16 1EP  
Tel: 0115 913 7730 (Infant) / 0115 919 4343 (Junior)  
Email: [office@larkfields-inf.notts.sch.uk](mailto:office@larkfields-inf.notts.sch.uk) / [office@larkfields-jun.notts.sch.uk](mailto:office@larkfields-jun.notts.sch.uk)



## Application for a Leave of Absence

High Attainment depends on good attendance. Term-time holidays can have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional circumstances. The fundamental principles for defining exceptional are rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be scheduled at another time.

The Education (Pupil Registration) (England) (Amendment) 2013 regulations make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances.

If you do wish to request a term time holiday, then please complete the form on the reverse of this document setting out the reasons for the request. Please provide appropriate supporting evidence. Unfortunately, we will not be able to consider any application without appropriate evidence. The application will be considered by the Head Teacher, who will aim to respond with a decision in writing within five working days of receipt.

Even in exceptional circumstances we will not authorise any more than 10 school days' absence for term time holidays in one academic year. If a holiday is taken during term time without being authorised as described above – then the absence may be referred to the Local Authority who may issue a warning fine or a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issued In Respect of Truancy and Excluded Pupils.

For further information, please read the schools' joint 'Attendance Policy' on our website [www.larkfields-inf.notts.sch.uk](http://www.larkfields-inf.notts.sch.uk) or [www.larkfields-jun.notts.sch.uk](http://www.larkfields-jun.notts.sch.uk)

### Please note:

- If you are making a request for more than one child please complete one application for both children.
- Requests for leave of absence due to exceptional circumstances must be made by the parent/carer with whom the student normally resides.
- Authorisation of an absence for personal reasons during term time will only be granted in exceptional circumstances.
- A request for leave of absence should be made well in advance (at least four weeks before the anticipated start date if possible).



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Pupil Name/s: \_\_\_\_\_ Class/s: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Return to school date: \_\_\_\_\_

*Please explain the reasons for the request and attach any supporting evidence:*

Name of Parent/Carer completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_