**APPLICATION FOR LEAVE OF ABSENCE**

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Absences taken without permission may be unauthorised by the school and we must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Where absences are not authorised, the school may consider applying to the Local Authority (LA) for a fixed penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action.

Please fully complete this form - by the parent with whom the child normally resides - and return to the school for consideration at least 4 weeks before the date of the proposed leave. The headteacher will then decide whether to approve the request, bearing in mind the current regulations and government guidance.

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| --- | --- | --- | --- | --- | --- | --- |
| First name of child |  | | Surname of child |  | | |
|  |  | |  |  | | |
| Date of birth |  | | Class name |  | | |
|  |  | |  |  | | |
| First name of parent/carer |  | | Surname of parent/carer |  | | |
|  |  | |  |  | | |
| Relationship to child |  | | | | | |
|  |  | |  |  | | |
| Home address |  | | | | | |
|  | | | | | | |
| Postcode |  | | Telephone number |  | | |
|  |  | |  |  | | |
| Provide details of any siblings at the school who you also wish to apply for leave for | | | | | | |
| First name of child | | Surname of child | | Date of Birth | | Class Name |
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| Date of departure |  | Date due back in school |  |

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| Provide information regarding the exceptional circumstances for leave, if for a family holiday please provide exceptional circumstances on why it MUST be in term time. (additional documents may be attached) |
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I confirm I am the parent with whom the child normally resides and that I have included any relevant information for consideration. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice.

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| --- | --- | --- | --- |
| Parent/carer signature |  | Date |  |

**SCHOOL SECTION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Received |  | Pupil Attendance % | |  | Date discussed with parents (if applicable) | |  | |
|  |  |  | |  |  | |  | |
| Has this pupil had any previously recorded unauthorised leave of absence?  Was a Penalty Notice Fine requested as a result?  The headteacher/authorised person has considered this leave request.  The outcome of the request is: (circle) | | | | | | | | |
| **Not Approved**  Permission not granted | | | **Approved**  Permission granted | | | **Partially Approved**  Some days to be authorised | | |
|  | | | | | | | | |
| If only some of the leave is to be approved, number of days which will be authorised | | | | | | | |  |
| Reason(s) for decision | | | | | | | |  |
|  | | | | | | | | |

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| Headteacher/appropriate person signature |  |
|  |  |
| **All parents should be individually notified in writing of the outcome of this request and must be notified in circumstances where a penalty notice will be requested.** | |