

Request for Leave of Absence during Term Time*

To be completed and returned to the school prior to the leave, along with a letter detailing the “exceptional circumstance for which the leave of absence is required.

Parent/Guardian Name and Address	Guidance
	<p>Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.</p>
<p>How to use this form</p>	<p>Taking your child out of school during term time could be detrimental to your child’s educational progress. There is <u>no</u> entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.</p>
<ul style="list-style-type: none"> ▪ Use for all absences other than sickness. ▪ Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised. ▪ Use a separate form for each child and each absence. 	
<p>Name of child:</p>	<p>Class:</p>
<p>Is this the first request for absence this academic year? YES / NO</p>	
<p>Dates of absence requested: The 1st day of absence from school is..... I will return to school on..... at 9:00am</p>	<p>No. of school days requested:</p>
<p>Please explain in more detail</p>	

Please provide the names of all siblings that attend any other education provisions	
Name of sibling	Name of education provision
Contact details whilst abroad/absent from school If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issues. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.	
Address whilst away:	
Telephone number whilst away:	
Email address whilst away:	
Please attach proof of where you will be whilst away	
I make application for my child to have authorised absence from school. 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 or a summons to court for irregular school attendance.	
I have read and understood the guidance above.	
Parent 1*: Title: _____ Full Name: _____ Tel: _____	
Relationship to child: _____ Signature: _____ Date: _____	
Parent 2*: Title: _____ Full Name: _____ Tel: _____	
Relationship to child: _____ Signature: _____ Date: _____	
*This is defined as any adult with legal parental responsibility for a child.	
School to complete	
<ul style="list-style-type: none"> • Child's current attendance: _____% • How many days' holiday already taken this academic year? _____ • Is the Education Welfare Officer working with the family? Yes/No • Is Children's Services supporting the family? Yes/No • Is the request for leave during the exam period? Yes/No • Has the school received proof of where the child is stay during absence? Yes/No • Does the request fit the exceptional criteria? Yes/No • Has a written response been sent to all parents/carers? Yes/No • Penalty notice to be issued? Yes/No 	
This request for term time leave is:	Authorised / Unauthorised.

Reason for decision:

Signed: _____ Headteacher Date: _____

Please attach the letter that you sent to the parents along with any other information from the parent regarding the original request.