



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The current law does not give any entitlement to parents/carers to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

If the absence is not authorised and the holiday is taken, the case will be referred to the Access and Inclusion Attendance Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child

NAME OF CHILD:

DATE OF BIRTH:

CLASS:

DATE OF FIRST DAY OF ABSENCE:

DATE OF LAST DAY OF ABSENCE:

NUMBER OF DAYS REQUESTED:

REASON FOR ABSENCE:

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

SIGNED:

DATE:

NAME:

CONTACT NO:

CONTACT EMAIL: