

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil Name	
Class	

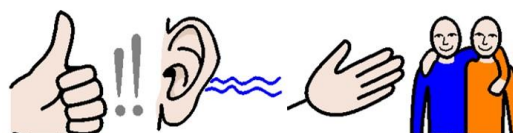
I wish to apply for my child to be absent during the following dates:

From	
To	
Total number of days missed	
Reason (including exceptional circumstances)	

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice for irregular school attendance.

Name of parent/carer	
Date	
Signed	

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**



## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad. Government Guidance instructs Head teachers **NOT** to authorise leave of absence in term time. Permission for this type of absence should only be granted in the most exceptional circumstances.

Requests for Leave of Absence during Term Time should be made to the school, **at least 4 weeks in advance**, using the Leave of Absence Request Form (available from the school office or on the school website). Each request will be judged on a case by case basis.

### **Examples of ‘authorised’ absence:**

- Sickness
- Unavoidable medical or dental appointments
- Days of religious observance
- Exceptional family circumstances, e.g. bereavement
- School visits
- An immediate family member is critically/terminally ill
- Families who have been through a traumatic event
- Families where a parent/carer can demonstrate clearly (e.g. a letter from an employer which can be verified) that they are restricted to all annual leave within school term time
- Environmental factors which affect a pupil’s ability to access a family holiday (this must be exceptional)
- Transport arranged by the LA has failed to arrive
- A pupil attends a respite provider like Rainbows where structured activities are arranged
- Where a LAC child attends a residential with their LAC provider
- Where a child attends a planned transition visit

### **Examples of ‘unauthorised’ absence**

- Shopping
- Haircuts
- Missed bus
- Slept late
- No uniform
- Birthdays
- Holidays

