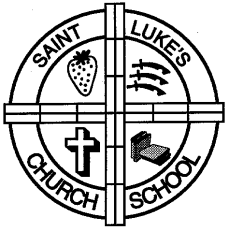


APPLICATION FOR LEAVE OF ABSENCE FOR PUPIL DURING TERM TIME



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 education.

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.

There is no 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.

If the absence is not authorised and the absence is taken, the case will be referred to the Education Welfare 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. **The matter will also be recorded on your child's school record.**

NAME OF CHILD(REN):	CLASS

Date of First Day of Absence _____ Date of Return to School: _____

Number of Days Requested: _____

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

Signed:-----Name-----Date:-----

I apply for this absence on the understanding that I have considered the following:

- this absence might affect my child's learning
- my child will miss areas of teaching and learning that might not be re-visited for some time
- the amount of time my child has already missed through illness/appointments/other absences etc.
- it is my responsibility as a parent/carer to find out about any important school information which I may have missed.

✂.....

Dear Parent/Carer,

Your request for absence for your child/ren
in class/eshas been authorised/not been authorised.

This year our Governors have set an attendance target of 97%

Absence/Late figures to date are as follows: (N.B. 1 day = 2 sessions)

Initials of child.....	Authorised absence	Unauthorised absence	Lates
2018/19			
2017/18			
2016/17			

Initials of child.....	Authorised absence	Unauthorised absence	Lates
2018/19			
2017/18			
2016/17			

Please note – Due to teacher workload we are unable to set work for families who have elected to remove their children from school during term time.