

## APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE FOR YOUR CHILD DURING SCHOOL TERM TIME

This is an application form for you to request permission for your child to be absent from school during term time, which may be granted for **exceptional** circumstances **ONLY**. Before completing this form, **please read these notes carefully**:

*Any absence during term time is proven to be very detrimental, as your child misses important lessons, creating 'gaps' in their understanding of key concepts and they find it difficult to catch up, potentially causing a serious impact on their academic development and attainment. Teachers use valuable time helping returning pupils catch up, depriving those who really need them. Children also find it difficult to manage friendships and the class dynamic when they have missed key school events at the beginning or end of term.*

**1** The *Education (Pupil Registration) (England) (Amendment) Regulations 2013*, state that you do **not** have the right to take your child out of school for family **holidays** during term-time. The educational needs of your child take priority at all times.

**2** The law only allows the school to grant permission for leave in the event of **exceptional** circumstances. Your request may be refused if it is not agreed that the reason for absence is exceptional. So **please do not book any travel tickets** without getting the school permission first.

**3** Family weddings, anniversaries, cheaper airline tickets, family reunions and children's birthdays are **not** generally considered to be exceptional circumstances

**4** Visiting a relative who is unwell is also **not** normally a valid reason to disrupt your child's learning – If that relative requires the care and support of adults this should ideally be only while your child remains attending at school.

**5** You **must** apply for permission in writing **beforehand**, using this form. Please attach any documentary evidence that you feel will support your request.

**6** If you take your child out of school **without** permission, you may be referred to the local authority, who may then prosecute you under the terms of section 444 of the Education Act 1996, or as an alternative, issue each parent with a Penalty Notice Fine. Penalty Notice Fines are issued at the rate of £60 per parent per child if paid within 21 days; this rises to £120 if paid within days 21-28; if unpaid after 28 days, then the matter may then be referred to court.

**7** If you need to travel at **short notice**, or are **delayed** on your return journey, then you will need to supply copies of all booking and travel documentation to show the dates that bookings were made, the original travel tickets as well as any evidence of rescheduled travel documents. All of this information is required by the school if they are to reconsider.

**8** If you have any children on-roll at another school, then permission from that school must also be requested and agreed.

**9** As well as the points in paragraphs 7 and 8 above, we take into account exam and SATs dates, your child's attendance and punctuality record, as well as their level of academic achievement or support needed around their learning in school.

**10** If your request is *approved* and you leave **earlier** or return **after** the date agreed, the school reserves the right to record the **entire** period as unauthorised absence.

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE/STAFF AT LEAST 4 WEEKS BEFORE INTENDED ABSENCE**



**APPLICATION BY PARENT/CARER FOR CHILD'S EXCEPTIONAL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Child's Name ..... Class Name.....Year.....

Home Address .....

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

From (1<sup>st</sup> day off): ..... Until (Last day off): .....

Date of 1<sup>st</sup> day back at school ..... Total school days missed: .....

My children on-roll at other Schools (NAME & SCHOOL).....

Reason/s you are applying for exceptional absence from school:

*I apply for my child to be granted authorised absence from school for the exceptional reasons stated. I understand that if this is not agreed, then any leave subsequently taken will be treated as **Unauthorised Absence** and could result in the Local Authority issuing both parents/carers with a Penalty Notice Fine of £60 each, rising to £120 if not paid within the stated time.*

Name of Parent/Carer making the application .....

Signed ..... Date .....

Contact in UK if you miss agreed return date.....

Address of contact:.....

Contact Tel no:..... Contact Email:.....

**For office use only:**

Date received ..... Child's overall attendance % .....

Sessions of UA ..... Sessions of Auth. Abs. ....

Secondary consent Yes  No  N/A  Leave agreed: Yes  No

Reason .....

Signed ..... Date decision sent to parent .....