

# APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.**

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

### Did You Know:

**Missing 1 week's school = Missing 30 lessons**

**Missing 2 weeks' school = Missing 60 lessons**

**Missing 3 weeks' school = Missing 90 lessons**

### **PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)** (Please attach additional sheets if necessary)

Surname of child:  First name of child:

Date of Birth:  Year Group:

Surname of parent/carer:  First name:

Relationship to child:  Are there any siblings applying for leave?

Home address:

Postcode:  Telephone number:

Please provide information regarding the exceptional circumstances supporting this application for leave. (additional documents can be attached):

Length of absence : (number of school days)  Destination (if applicable):

Date of departure:  Date due back in school:

Emergency UK telephone contact name and number:  Other emergency contact details, if leave is outside the UK

**Employer Details**

If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone:	<input type="text"/>

Parent/carer of residence's signature:  Date of Application:

I confirm that I have included any relevant information for consideration (Y/N):

**Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible**

**SCHOOL SECTION:**

Date application received:  Pupil's % Attendance:

Date of meeting with parent(s) (if applicable):  SIMS/STAR ethnicity code:

Gender of child: 

Male	Female
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About the request: (Please circle)	Leave request approved?	Yes	No
	Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
	How many days leave have been requested?	<input type="text"/>	
	Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:  Date:

**Please return a copy of this form to the parent/carer after consideration**