



This form is for use when a request is made IN ADVANCE for leave of absence during term time. Taking your child out of school during term time could be detrimental to your child's educational progress. (10 days absence means a child 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 for leave of absence if you believe there are exceptional circumstances. Leave of absence during term time will only be authorised by the Headteacher on behalf of the Governing Body if the school believes the exceptional circumstances warrant it (The Education (Pupil Registration) (England) Regulations 2013 amended Regulation 7). Each case will be considered on an individual basis.

If the absence is not authorised and the leave is taken away, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 is paid within 21 days) to **each parent for each child** taken out of school. If the higher penalty is unpaid within 28 days, the Education Welfare Service will institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

A child's attendance record is part of the academic record and is passed onto their junior school.

Name of Child (ren)	Child 1	Child 2
Date of Birth		
Class		

Dates for which leave of absence is requested:

First day of absence:	Date of return to school:
Number of days requested:	

I confirm that a letter is attached outlining the "exceptional circumstances" which the leave of absence is applied for. I acknowledge that it is entirely the decision of the Headteacher whether or not the reason provided constitutes an exceptional circumstance. I also understand that failure to attach a letter will result in this application not being considered.

Signed by Parent/Carer	Date

For school use only:

	Authorised	Unauthorised	Percentage
Number of sessions absence this academic year to date			
Number of sessions absence last academic year (where applicable)			

Number of authorised days absence:		This absence has not been authorised:	
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Signed by Headteacher:	Date:

Recorded on Sims



Please use this page to outline the “**exceptional circumstances**”