



## Estcots Primary School

### Application for Leave of Absence from School

It is a legal requirement for parents/carers to obtain 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 (£60 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows Headteachers 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.** Upon receipt of the request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government legislations and LA guidance. By definition, exceptional trips should not occur regularly.

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

#### How to use this form:

- Use for all absence other than sickness.
- Return to the school well before the date of requested absence.
- Use a separate form for each child and each absence.

#### Guidance:

Pupils attend school for a maximum of 190 days per academic year. **There are 175 other days for holidays and other activities.** 80% attendance represents **1 day off per week.** 90% attendance represents **1 day off per fortnight.** 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. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have any leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

#### Parent/Guardian to complete this section:

NB the application must come from the parent with whom the child normally resides

Name of child:	Class:
Name of Parent/carer:	Child's Date of Birth:
Home address including postcode:	Home telephone number:
	Mobile telephone number:

Dates requested From:  To:	Number of school days requested:
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Reason:

Signed:	Dated:
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**Parent/carer 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

Employer name:	Employer address:	Employer telephone number:
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**School Office to complete this section:**

Is this the first request for absence this academic year?	Yes/No
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<b>Attendance 2013/14</b>	%	Green	More than 95%	Satisfactory
Previous year	%	Amber	85% to 95%	Needs improvement
		Red	Less than 85%	Unsatisfactory

**Headteacher to complete this section:**

Your request is approved and the absence as set out above is duly authorised.		The code placed in the register will be:	Family Holiday (Exceptional circumstances)	H
			Religious Observance	R
			Educated Off Site	B
			Attending Interview	J
			Medical/Dental Appointment	M
			Other Authorised Circumstance	C
			Approved Sporting Activity	P

Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:

Signed:

Headteacher