



Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take leave of absence during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child/children

Name of School

Dates of requested Leave of Absence

From: / / To: / /

Number of school days missed

Reason for requesting leave of absence:

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.

Full name and address of parent applying for leave of absence:

_____ dob.: __/__/__

Address: _____

Full name and address of parent /carer taking the child out of school (if different to the above):

_____ dob.: __/__/__

Address: _____

Signed _____ Parent / Carer

Date of application / /

If you go ahead with the holiday when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21 days; payment after this time but within 28 days is £120

SCHOOL USE ONLY	Date Application Received								
Attendance at time of application = %									
<table border="1"> <tr> <td>SIMS updated? <input type="checkbox"/></td> <td>Letter to PCR? <input type="checkbox"/></td> <td>Letter copied & posted? <input type="checkbox"/></td> <td>Letter filed? <input type="checkbox"/></td> </tr> <tr> <td>Letter linked on SIMS? <input type="checkbox"/></td> <td>Form tutor/SSO informed? <input type="checkbox"/></td> <td>Spreadsheet updated? <input type="checkbox"/></td> <td></td> </tr> </table>		SIMS updated? <input type="checkbox"/>	Letter to PCR? <input type="checkbox"/>	Letter copied & posted? <input type="checkbox"/>	Letter filed? <input type="checkbox"/>	Letter linked on SIMS? <input type="checkbox"/>	Form tutor/SSO informed? <input type="checkbox"/>	Spreadsheet updated? <input type="checkbox"/>	
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Leave of Absence in Term Time

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 Leave of absence cannot be authorised retrospectively.
- 5 The request for leave of absence should be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school, the full name and address of the person who is taking the child out of school must be provided on the form.
- 6 If the request for leave of absence in term-time is made because of the parent /carer’s workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time must be attached to this request form on proper letter- headed paper.
- 7 There is no requirement to authorise just because a request has been made. The amendments * make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances
- 8 The circumstances of each individual request for leave of absence will be taken into account
- 9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / not authorise absence.
- 10 There is no statutory threshold of ten days
- 11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

* The Education (Pupil Registration) (England) Regulations 2006

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Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.