

Kirton Lindsey Primary School



Application Form for Leave of Absence during Term Time

In September 2013 there was an amendment to the Education (Pupil Registration)(England) Regulations 2006 which prohibited the Head Teacher of a school granting leave of absence for a pupil except where an **application is made in advance** and the Head Teacher considers there are **exceptional circumstances** relating to the request. If a Head Teacher authorises a leave of absence request, it will be his/her decision to determine the length of time that the child can be away from school.

Should you wish to make a request, which must be made prior to the proposed leave; please complete the application below providing any additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during any school holiday period. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday.

1. TO BE COMPLETED BY THE PARENT OR CARER WITH WHOM THE CHILD NORMALLY RESIDES			
NAME OF PUPIL		CLASS	
ADDRESS			
DATES REQUESTED	From: (first date of proposed absence) To: (last date of proposed absence)	TOTAL SCHOOL DAYS	
SUPPORTING INFORMATION AND THE REASON FOR THE LEAVE OF ABSENCE REQUEST <i>(this box should not be left blank)</i>			
<i>Continue on separate sheet if necessary</i>			

Please **do not** make any arrangements until you have confirmed with the school that the leave of absence is granted.

2. PLEASE PROVIDE DETAILS OF ANY OTHER SIBLINGS. A SEPARATE APPLICATION FORM WILL BE REQUIRED FOR EACH CHILD			
CHILD NAME		SCHOOL	
CHILD NAME		SCHOOL	

3. I CONFIRM THAT I AM THE PARENT OR CARER WITH WHOM THE CHILD LISTED IN SECTION 1 RESIDES			
1ST SIGNATURE:		PLEASE PRINT NAME	
RELATIONSHIP TO CHILD		DATE	
2ND SIGNATURE:		PLEASE PRINT NAME	
RELATIONSHIP TO CHILD		DATE:	

FOR SCHOOL USE ONLY:		YES	NO
DATE APPLICATION RECEIVED:	AUTHORISED:		

LEAVE OF ABSENCE IN TERM TIME

In September 2013, the Education (Pupil Registration)(England) Regulations were amended to prohibit the Head Teacher of a school granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. If the Head Teacher grants a leave request it will be for them to determine the length of time that the child can be away from school.

Leave of absence during term time interrupts continuity of teaching and learning and can disrupt the educational progress of individual children, creating disruption in schools. Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. In order for children to reach their full potential and access the learning opportunities available to them, children must attend school regularly.

As a parent or carer you are required by law to ensure that your child attends school regularly.

Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday. Permission may only be granted by the Head Teacher of the school if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent/s with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. Each request will be considered on the exceptional circumstances detailed on the application form.

Any absences taken without the Head Teacher's permission will be recorded as unauthorised in the school register and may result in a Penalty Notice or other legal intervention by the Education Inclusion Service.

Important Information

If a Penalty Notice does not act as a deterrent and the child continues to miss his/her education, then prosecution proceedings will be considered for future unauthorised school absences.

Head Teacher

March 2017