



Name of School: \_\_\_\_\_

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Important Information for Parents**

- Head teachers comply with the 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not
- Head teachers may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed
- If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the parent who intends to remove the pupil from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

**Please note: Parents do not have any legal entitlement to take their child on holiday during term time.**

**I wish to apply for Leave of Absence from school to be granted to:**

Full name of child/ren.....

Address.....  
.....  
.....

From (1<sup>st</sup> day of absence) ..... To (last day of absence) .....

Total number of school days..... Expected date of return to school.....

Reason for proposed absence - please provide reasons to support the application including evidence:  
.....  
.....  
.....

**Please read the following and sign to indicate you agree:**

*I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure my child/ren catch up with any work that is required of them.*

Signature of parent(s)/carer(s):

Date:

**Your request for leave of absence from school during term time has been considered and has been:**

**Agreed**       **Days agreed**       **Not agreed**

Signature of Headteacher:



Name of School:



Dear Parent/Carer,

### **Attendance at school and legal intervention**

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At [INSERT NAME OF SCHOOL] our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that the law requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

Exceptional Circumstances may include: armed forces personnel returning from a tour of duty; police or other service personnel whose leave of absence has been cancelled during school holidays; a family wedding or funeral.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions<sup>1</sup> of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at [INSERT NAME OF SCHOOL] who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Headteacher

---

<sup>1</sup> Please note that the school day consists of 2 sessions.