

St. John's C of E Academy



APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave.
- Governors only permit the Headteacher to grant leave of absence in exceptional circumstances
- If the exceptional circumstances are authorised the Headteacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made before any arrangements confirmed or money committed. This form **MUST** be completed by the parent(s)/resident parent/carer(s) before requests will be considered
- Please complete a Leave of Absence form for each child

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

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

Name of Child:

Class:

Dates of Proposed Absence: From:

To:

Reason for Proposed Absence – please provide reasons to support the application including any evidence (*they can only be exceptional circumstances*)

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Total Sessions Requested On This Occasion _____ (*One day=Two sessions: am and pm*)

(*For siblings*) I have also applied to _____ School/Academy for leave

Of absence for _____ (*Insert child/children's name*)

Signature of Parent/Carer: _____ Date _____

For school use only

Current Attendance %: _____ Attendance % in last academic year: _____

Reasons for decision:.....

1st date of absence..... Expected date of return

Authorised: Y/N Penalty Notice: Y/N Headteacher: Date: