

## **APPLICATION FORM**

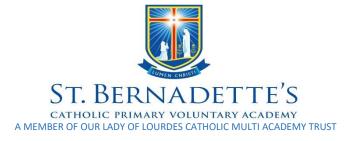
## **Leave of Absence during Term Time**

In September 2013 there was an amendment to the Education (Pupil Registration)(England) Regulations 2006 which prohibited the Headteacher of a school granting leave of absence for a pupil except where an application is made in advance and the Headteacher considers there are exceptional circumstances relating to the request. If a Headteacher 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 <u>must</u> 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

School Name					
Name of Pupil		Clas	5		
Address		I			
Date Requested	From ( 1 <sup>st</sup> date of pro absence)	•	o ( last date bsence )	of proposed	Total School Days
Supporting Information and the reason for the leave of absence request					
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 Separat	e application	on form will be	required for eac	ch child
Child Name		School			
Child Name	School				
	1			1	
3 I Confirm that I am the Pa	erent or Carer with whom the	e child liste	d in section 1 re	esides	
Signed:		Please Prir	nt Name:		
Date:		Relationsh	ip to child:		
For School Use Only:	Date Application received:				



## **ACADEMY RESPONSE TO APPLICATION FORM**

## **Leave of Absence during Term Time**

Details of Application ( To	be completed b	by the Sch	ool)						
Name of Pupil									
A d d u a a a									
Address									
Name of Person									
requesting the leave of									
absence and their									
relationship to the child									
relationship to the child									
Dates Requested	From ( 1 <sup>st</sup>	date of	proposed	(To last	date of	proposed	Total		
Dates Requested	absence)	date of	proposed	absence)	date of	р.орозса	School		
	4.25050 /			435055 /			Days		
Decision following consideration of Application									
I have considered your application for leave of absence based on the information provided and my decision									
is confirmed below:					·	•			
	7								
Authorised Absence Tick as appropriate		Unauth	Unauthorised Absence Tick as appropriate						
				On this occasion I am <u>unable</u> to authorise the leave					
absence as I feel that the reasons provided are			of absence as I do not consider the reasons provided						
exceptional. The absence will be recorded on the			to be exceptional. Should you go ahead with the						
school register as authorised.			proposed leave, the absence will be recorded as						
			unauth	orised on th	e school re	gister.			
Signed :			Signed :						
Printed:			Printed						
Position:			Position	1:					
_									
If the leave of absence has		=							
Education Inclusion Service	who may issue	e a Penalty	/ Notice or t	take other le	egal interve	ention if ther	e are 10 o		
more consecutive or non-co	nsecutive unau	uthorised a	absence sess	sions (5days	). Penalty N	Notices were	introduced		

as an alternative to prosecution but if they fail to act as a future deterrent, prosecution may be considered, rather than a further Penalty.

- If paid within 21 days the Penalty Notice is £60 per parent or carer, per child
- If paid after 21 days but within 28 days the Penalty Notice increases to £120 per parent or carer, per child
- If the Penalty Notice remains unpaid after 28 days this will result in prosecution

For School Use Only A copy must be retained by the school	Date Returned to Applicant:
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