



Application Form for Exceptional Leave of Absence during Term Time

In September 2013 there was an amendment to the Education (Pupil Registration)(England) Regulations 2006 which prohibits 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. At St. Bernadette's, all decisions will be made in accordance with our Trust's Attendance Policy.

Any requests for leave of absence 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, even where a parent can evidence that they are unable to get time off work during school holiday time, as determined in our Trust's Attendance Policy.

1) To be completed by the parent or carer with whom the child normally resides			
School name:			
Child's name:		Class:	
Home address:			
Date requested:	From (1 st date of proposed absence):	To (last date of proposed absence):	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 separate application form will be required for each child)			
Child's name:		School:	
Child's name:		School:	

3) I confirm that I am the parent or carer with whom the child listed in Section 1 resides			
Signed:		Please print name:	
Date:		Relationship to child:	

For school use only:	Date application received:
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APPLICATION DECISION ON CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Our Lady of Lourdes CMAT

Child's name:	Year group:	Home address:			
You applied for your child to be absent from school during the following dates:					
First day of absence:		Date of return to school:		Total days applied for:	
The reason you gave for the application for leave of absence during term time:					
The decision in response to your application:					
The leave is considered to be Authorised:		The leave is considered to be Unauthorised:			
<p>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</p> <p>If you wish to discuss this decision further, please contact the office to make an appointment with Mr. Strong, Headteacher.</p>					
Signed on behalf of St. Bernadette's Catholic Primary Voluntary Academy, part of the Our Lady of Lourdes CMAT:					

Penalty Notices are set at £80.00 if paid within 21 days, rising to £160 if paid after 21 days but within 28 days.
Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.