

Leave of Absence Application

Leave of absence during term time must be applied for in writing at least two weeks in advance. The Department for Education Guidance, *School Attendance* (September 2018) states that if the parents did not apply for leave of absence in advance, the absence *must* be recorded as unauthorised. This cannot be changed and remains on the child's record permanently. It also states that leave of absence may only be granted by the Headteacher in 'exceptional circumstances'. Leave of absence will not be granted for holidays. A penalty fine for unauthorised absence will be issued to any parent taking their child out of school without prior authorisation from the Headteacher. A child's name may also be removed from the school roll.

Please complete the details below and provide any information (which may be continued on separate sheets) which you believe supports your application for approval based on '*exceptional circumstances*'. Your application will be considered and you will be told the outcome in a letter.

Student name: _____ Form: _____

Current attendance percentage: _____ No. lates: _____

Leave of absence dates requested

from: _____ (first day of absence)

to: _____ (last day of absence)

Total number of days' absence requested: _____ days

Destination: _____

Reason for visit: _____

Please detail here the *exceptional circumstances* which mean you are requesting LoA, attaching separate sheets or evidence if you need to:

Name of parent / carer: -----

Signature: ----- Date: -----

The completed form should be given to the main school office.

To be completed by staff

Attendance Officer's note: -----

Headteacher's decision:

Exceptional circumstances – LoA is approved

Not exceptional circumstances – LoA is not approved

Signed: ----- Date: -----

Copies to: Attendance Officer, Key Stage Leader, Year Coordinator, Form Tutor