



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The current law does **not** give any entitlement to parents to take their child out of school during term time.

The Education (Student Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress.

A student who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the student will miss 50 hours of education.

If the absence is not authorised and the holiday is taken, the case will be referred to the Child and Family Early Intervention Team who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to **each parent for each child** taken out of school.

Please complete *one application per child*

Name of Child	
D.O.B:	
Class:	
Date of First Day of Absence:	
Date of Return:	
Number of Days Requested:	

**Important: A letter *must* be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name [please print]: \_\_\_\_\_

### School/office use only

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year	Authorised	Unauthorised	Total
Signed:	Date:	Authorised	Unauthorised