



*Your word is a lamp to guide
my feet and a light for my path.*

(Psalm 119.105)



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

Please read these notes before submitting the application:

Important Information for parents/carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays.
- Headteachers **shall not grant any** leave of absence during term time **unless** they consider there to be exceptional circumstances relating to the application.
- The Headteacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
- The Headteacher will determine how long the absence should be and any additional absence will not be authorised.
- Parents/carers whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
- Parents/carers have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent/carer that will be guilty of an offence (Section 444 (1) Education Act 1996).

***Children need to attend school regularly to benefit from their education.
Missing out on lessons leaves children vulnerable to falling behind.***

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

- The application overleaf must be made in advance by the parent(s)/carer(s) that the child normally resides with.
- Parents/carers can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence, including holidays.
- Please complete a leave of absence form for each child.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.



**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name: _____

Class: _____

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence from school: _____

Date of return to school: _____

Total number of school days missed: _____

Could you please explain the circumstances that make it necessary to have time off during term time and why it should be regarded as exceptional?

Have you already requested any term time holiday this year?

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of parent/carer making application: _____

Signed: _____

Date: _____

PLEASE DO NOT BOOK YOUR HOLIDAY UNTIL YOU KNOW THAT THE ABSENCE IS AUTHORISED