

PARENTAL APPLICATION FOR LEAVE OF ABSENCE

Dear Mr Sprakes

I would like to take my child, named below, out of school for the purpose of a family holiday which will take place during the following period:

First Date: ____ / ____ / ____ **Last Date:** ____ / ____ / ____

Total number of school days absent: _____

Reason for taking a family holiday during the school term:

I am aware that this request will be granted only at the discretion of the Headteacher and that poor attendance may result in prosecution.

Name: _____ **Tutor Group:** _____

Address: _____

Signed: _____ (parent) **Date:** _____

Parent Name: _____ (please print clearly)

Please return this form to the Attendance Liaison Officer

Please do not write below this line

For office use only:

Date Application Received _____ *Noted by ALO:* _____

Total Days On This Application: _____ *Total Days Taken This School Year:* _____

Total days Authorised: _____ *Total Days Unauthorised:* _____ *Letter Sent:* _____

APPLICATION FORM

PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE

Leave of Absence may only be granted by the Head of School.

A pupil **may** be granted Leave of Absence in exceptional circumstances where:

- (a) An application has been made **in advance** to the Head of School by a parent with whom the child normally resides **and**:
- (b) The Head of School considers that Leave of Absence should be granted due to **the exceptional circumstances** relating to that application.

Exceptional circumstances include:

- Service personnel and other employees prevented from taking holidays outside of term time if the holiday will have minimal disruption to the pupil's education.
- When a family need time together during or after a 'crisis'.

Parents or Carers do not have the right to withdraw a pupil from the school to go on holiday or for any other reason during term-time. We would therefore ask for your support by ensuring that requests for leave of absence in term-time are made only in exceptional circumstances. Please ensure you are granted Leave of Absence before you **book** your holiday or tickets. This decision will be provided in writing.

When considering a request for leave of absence we may take into account:

- The amount of time requested
- The pupils general absence/attendance record
- Examinations
- Length of the proposed leave
- Pupils ability to catch up the work
- Circumstances of the leave
- Purpose of the leave
- Frequency of the activity
- When the request was made