



APPLICATION FOR STUDENT LEAVE OF ABSENCE

The Education (Pupil Registration) (England) Regulations 2006 make clear that HTs may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The HT will take into account a student's previous record of attendance when making decisions. It is important to note that the HT can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the HT to decide whether to authorise the application for leave. Authorising leave from school is at the discretion of the HT. If the leave is taken without authorisation a Penalty Notice will be issued.

**WE EXPECT EVERY STUDENT TO ACHIEVE
96% ATTENDANCE**

Full name of student: _____

Class: _____

Address: _____

Reason for the application: _____

Please tick the exceptional circumstance that applies and attach evidence to support the application:

<input type="checkbox"/>	Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
<input type="checkbox"/>	Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
<input type="checkbox"/>	Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
<input type="checkbox"/>	Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
<input type="checkbox"/>	Leave which makes reasonable adjustments for students with special educational needs or disabilities.
<input type="checkbox"/>	Leave for families who may need time together to recover from trauma or crisis.

Proposed dates:

From: _____

To: _____

Recommendation of the Senior Attendance Lead

Authorise the Leave

Unauthorised the Leave

Signature: _____



LEAVE OF ABSENCE REPLY

Dear Parent/Carer:

In response to your request for leave of absence for your child(ren):

Leave of absence is:

Agreed

☐

Partially agreed

☐

Not agreed

☐

Comments:

If leave is taken without authorisation, statutory action will be pursued.

HT:

Signed:

Date: _____

Please read the attached letter carefully to see if you are at risk of a Penalty Notice.