



Application for Absence from School

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave during term time.

Pupils must attend school for a maximum of 190 days each academic year

Government guidance outlines that unless there are exceptional circumstances, requests for leave of absence (including holidays) are unlikely to be authorised.

Any unauthorised absence will be recorded on the attendance register and will negatively impact your child's overall attendance percentage.

To apply for a child to be granted leave from school parents should complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.

Evidence must be provided and all available evidence must be submitted at this point. Any evidence provided at a later date may not be considered.

To be Completed by PARENT

NB: application must come from the parent with whom the child normally resides.

Last name of child:		First name of child:	
Child's date of birth:		Child's year group:	
Last name of parent/carer 1:		First name of parent/carer 1:	
Relationship to child:			
Last name of parent/carer 2:		First name of parent/carer 2:	
Relationship to child:			
Child's home address:			
Postcode:		Telephone number:	

Please provide information regarding the exceptional circumstances supporting this application for leave:			
Length of absence (school days):		Destination (if applicable):	
Date of departure:		Date due back in school:	
Emergency UK contact name and telephone:		Other emergency contact (if outside of UK):	
Employer Details (If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays)		Name: Address: Telephone:	

Additional Factor for Consideration

The Local Authority expects that all parents/carers ensure their children attend school whenever possible. We strongly encourage families to plan holidays and travel during designated school breaks. Regular attendance is essential for your child's learning, wellbeing and future success.

Parents/guardians are reminded that taking children out of school during term time without authorisation may result in a penalty notice of £80 fine per child.

If not paid within 21 days, the fine increases to £160. This applies to the first two offences within a three-year period for the same child. Further unauthorised absences may lead to prosecution, with potential fines of up to £2500 and/or other legal consequences.

Upon receipt of a request the Headteacher will decide as to whether to authorise the absence, being mindful of government regulations and LA guidance. The legislation only allows the Headteacher to authorise such leave in special or exceptional circumstances.

Where a school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application.

Please sign and date the box below to confirm that you have read and fully understand the information on this form.

Parent signature:		Date of application:	
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To be Completed by SCHOOL

Date application received:		Pupil's attendance (as %):	
Date of meeting with parent:		SIMS ethnicity code:	
Sex of child:		# of previous granted apps.:	

Leave request approved?	Yes / No	Parent informed of potential consequences of taking unauthorised absence?	Yes / No
Is leave in excess of 10 days?	Yes / No	Parent informed of potential consequences of failure to return on agreed date?	Yes / No

Reason(s) for decision:	
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Headteacher's signature:		Date:	
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