

Kindergarten, Junior and Senior Application for Leave of Absence from School during term time

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Department for Education's statutory guidance relating to school attendance, that the law requires parents to seek permission from the school to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent/carer the child normally lives with or by a person wishing to take the child out of school during term-time who is also considered to have parental responsibility; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the school, the duration your child is permitted to be away from school may only be determined by the school.

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

Reason for request including why you believe your circumstances to be exceptional

(Further details may be attached to this form)

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Full name of person making request	
Relationship to child	
Email address	
Signature	

Application for Leave of Absence from School during term time.

School Response

Date of response from school	
Date application received by school	

Pupil's percentage attendance year to date	
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Has this pupil had any previously recorded unauthorised leave of absence?	
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School response to parent/s request for leave of absence

Number of requested days authorised	
Number of requested days unauthorised	
Date pupil required to return to school	

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Attendance Lead Signature	
Attendance Lead Name	
Date	

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All schools **by law** must follow the Department for Education's statutory guidance relating to school attendance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted

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