

Leave of Absence Application Form

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Poor attendance can be the cause of under achievement. Under Government legislation, the principal is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The principal will consider your application using the information you have provide below so please include as much information as possible. You will be notified of the principal decision in writing.

Applications should be received at least three weeks in advance to allow consideration

Pupil Information:

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS

Details of siblings at other schools that will be travelling: *(Please note that we may contact these school/s in relation to this application)*
Name of sibling/s: _____ **Current school/schools:** _____

I am applying for leave of absence for my child/children
from: _____ **to:** _____

Total number of school days absent: _____

The absence cannot be taken outside of term time because (please explain fully):

Name of City/Country being visited during the leave of absence?

Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.

Parent/s email addresses and contact telephone numbers whilst on the leave of absence:

Email:

Telephone Number:

Has your child had leave of absence in the last 12 months?

Yes/No

If yes please provide dates/details:

I submit the information above for consideration by the Headteacher:

Signed:

Printed:

Parent/Carer/Guardian (please delete as necessary)

Leave of Absence Application Decision

For School Use and Completion Only

PUPIL INFORMATION

FORENAME	SURNAME	DATE OF BIRTH	CLASS	% ATTENDANCE (over last 12 months)

Dates the pupil/s are going to be absent:

Number of school days the pupil/s are going to be absent:

Contact made with the sibling/s school/s: (date and time called plus information gained)

Having considered this request carefully, my decision is the leave of absence application is:

Invite parent/s in for a meeting to find out further information regarding their application for Leave of Absence

Approved – the entire absence will be recorded as authorised (code H)

Not Approved – the absence will be recorded as unauthorised (code G) and the school will not request any further action to take place concerning this unauthorised absence.

Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a warning letter to be issued for the unauthorised absence.

Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a penalty notice to be issued for the unauthorised absence.

Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a prosecution to be instigated for the unauthorised absence.

Explanatory notes regarding the decision:

Signed:

(Principal)

Date: