

## LEAVE OF ABSENCE FORM

**Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.**

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

**Please read the reverse of this form and the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence taken during term time.**

<b>Name of Child(ren):</b>	<b>Year Group:</b>	<b>Date of Birth:</b>
<b>I am applying for leave of absence for my child(ren):</b>		
<b>Please state reason:</b>		
<b>From:</b>	<b>To:</b>	<b>Number of days incl:</b>
<b>Please clearly state below the exceptional circumstances for requesting Leave of Absence during term time, please use a separate sheet if necessary (please refer to notes overleaf before completing this section).</b>		
<b>Siblings and schools attending:</b>		

<b>Signed:</b>	<b>(Parent/Carer)</b>	<b>Date:</b>
<b>Print name of parent/carer:</b>		

## **Information to consider when submitting a request for Leave of Absence**

As parents/carers you have a legal responsibility to ensure your child attends school regularly. All holidays, should be taken outside of term, which equates to 175 days in total.

You do not have a legal right to take your children out of school. It is always the Headteacher's decision whether or not to allow you to take your child out of school during term time. If you do not ask their permission in advance, or they do not give it and you take your child out of school anyway, this will be recorded as an unauthorised absence.

The Headteacher **may** authorise an absence from school during term time if there are exceptional circumstances. Exceptional circumstances are defined as 'not typical, unusual or extraordinary' family holidays are not considered to be an exceptional circumstance.

You must make any requests for leave of absence in advance and you must be the parent the child normally lives with. It is important to give the Headteacher as much information as possible when applying for a leave of absence.

**Penalty Notices are issued for absence taken during term time where a pupil's overall attendance is less than 90% and the leave of absence has not been authorised by the school or not been requested in advance. Also, where your child has a minimum of ten sessions (five school days) lost to unauthorised absence during the previous six months in the academic year and additional unauthorised during the previous twelve months up to and including the day the Education Welfare Service is notified.**

The Wiltshire Council Information for Parents and Carers about Penalty Notices For Unauthorised Leave of Absence during Term Time is attached to this form and also available on our school website.

If you wish to discuss or have any questions, please contact Beverley Eccles, Senior Welfare and Attendance Officer on 01264 405060 Ext: 3889.