



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 may not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application for leave below and attach any supporting evidence.

Name of Child(ren):	Year Group:	Date of Birth:
I am applying for Leave of Absence for my child(ren):		
Please state reason:		
From:	To:	Number of days incl:
Please clearly state below the exceptional circumstances for requesting Leave of Absence during term time. Use a separate sheet if necessary. (Please refer to attached information and notes overleaf before completing this request)		
Siblings and schools attending:		
Signed:	(Parent/Carer)	Date:
Print name of parent/carer:		

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



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 a school term, which equates to 175 days in total.

You do not have a right to take your child out of school. It is always the Headteacher's decision whether to allow you to take your child out of school during term time. If you do not ask permission in advance, or the absence is not authorised 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 the 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.

The request must be completed well in advance, and you must be the parent/carer of the child whom they reside with. It is important to give the Headteacher as much information as possible when applying for any 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 and/or 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 absence 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 available on the school website.

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