

APPLICATION FOR TERM TIME ABSENCE

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a **maintained** school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's **educational** progress. A pupil who takes 10 days' absence will only attain 94.7% attendance **in** the year. 10 days' absence also means the pupil will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time, however, **you** may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Local **Authority** who may issue a Permit Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete on application per child

Name of Child(ren)	
DOB	
Class:	

Date of First Day of Absence _____

Date of Return _____

Number of Days Requested _____

A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Signed _____

Date _____

Name _____

Please return form to School
Office School/Office use only:

Attendance Percentage preceding 12 weeks			
Number of sessions absence this academic year	Authorised	Unauthorised	Total