

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME (excluding medical appointments).

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- In most cases leave of absence in term time will not be granted, it will **only** be in cases of **exceptional** circumstances.
- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- Permission for authorised leave of absence may not be granted for leave totalling no more than ten days in any school year, unless there are **very** exceptional circumstances. Please note the expectation by both the Government and the school is that these ten days are **NOT** taken unless for exceptional circumstances as there are 175 days within the school year for holidays to be taken.
- If you take your child out of school each year for a total of ten days and they have an average number of days off for sickness and appointments each year then, by the time they are 16, they will have missed an entire year of their education.
- When deciding to apply for leave of absence, please consider the effects an absence would have on your child's education. The Government strongly advise that you do not take your child out of school for family holidays during term time (www.direct.gov.uk). A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons on their return. There is a consequent risk of underachievement which we, and you, as parents, must seek to avoid.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for leave in term time, the school will take these and other factors into account.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance by the Attendance and Engagement Team
- If we do agree to a leave of 10 days in term time it is very important that your child comes back to school promptly, otherwise it will be recorded as unauthorised. There will also be an expectation that work will be provided for this period. Where a child fails to return within ten school days of the agreed return date, and there is no good reason for this, such as illness, we may remove your child's name from the school roll. This means your child would no longer have a place at this school.
- Please bear in mind that if child's attendance is less than 96.5% it is exceptionally unlikely that your leave request will be authorised and any resultant absence will appear as unauthorised on your child's record.

Having read these notes, if you still wish to apply for a leave of absence for your child please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

**HILL VIEW SCHOOL
APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's NameClass

Home Address

I wish to apply for my child to be absent from school during the following dates:

FIRST day of proposed absence..... Date of RETURN to school

Total number of requested days of absence

Have any other request for absence been made this academic year Yes/No Number of days?.....

Exceptional reasons for absence from school: **** Each application is looked at individually ****
Please ensure you have read overleaf before completing this form. Please note family holiday would not class as an exceptional reason. In some circumstances we may request further information to support your application.

.....
.....
.....
.....

I make this application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance made by the Attendance and Engagement service.

Name of Parent/Carer making application

SignedDate

Should you request to take your child out of school for more than 10 days, then you will need to make an appointment with the Headteacher, to discuss your reasons.

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

A copy of this form will be returned to you detailing the outcome of your application, please allow 2 weeks for your application to be processed.

Office Use Only:

100% above average	95% average
90-95% below average	90% a concern
% Attendance This year	% Authorised Absence This Year
% Illness This Year	% Other This Year
% Attendance Last Year	% Illness Last Year
Number of authorised days taken last year	Number of unauthorised days taken last year

Comments (including any future applications):

Absence of more than 10 days agreed by Headteacher.....Date:.....

Absence authorised Absence Unauthorised (Please see covering letter)
Additional evidence required to support application