Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days.

Please fill in this form if you want to ask the Head teacher to authorise an exceptional leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened. Unauthorised absence may result in the issue of a Penalty Notice to each parent, for each child absent.

The Head teacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Head teacher will notify you of the decision within five days.

Name of child:	**Class:**
I am applying for leave of absence for my child for from: to:	
Number of school days:	
This **cannot** be taken during the school holidays because: (Please enclose an employer's letter if appropriate)	
Has your child already had leave of absence in this school year? YES / NO	
If YES, please give dates and details: 	
Signed: (Parent/Carer)	Date:

To be completed by the Head teacher	
Child's attendance level over the last 12 months:	
Our overall school target for attendance this year is	**98.5%**
Having considered your request carefully, my decision is as follows:	
The absence will be recorded as authorised:	
The absence will be recorded as unauthorised:	
Explanatory notes:	
Signed: (Head teacher)	Date: