



**Application for Pupil Leave of Absence from School**

The headteacher will consider the impact of the proposed absence on the learning and progress of the student, as well as the nature of the trip (an exceptional educational experience for example) whilst deciding whether to authorise it. Please refer to the information on the back of the form, extracted from guidance to parents from the Educational Welfare Service.

Full name of child(ren).....

.....tutor group.....

.....tutor group.....

.....tutor group.....

.....tutor group.....

I request permission for my son/daughter to be absent from school on the following dates:

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**Reason for application (please give sufficient detail to inform decision making.)**

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Signature of parent(s)/carer(s).....

Date.....

*Office use only*

Authorised/unauthorised.....

Signature.....Date.....

Actions.....Date.....

Received in Attendance Office.....Date.....

Sent to DS Admin for file.....Date.....

## HOLIDAYS IN TERM TIME

STOP - PAUSE- THINK

*About the effect holidays in term time has on your child!*

Holidays taken during the school term are extremely disruptive for both pupils and teaching staff and we strongly recommend that they should be avoided. It is at the discretion of the headteacher and governing body whether such leave will be granted and should not be regarded as an automatic right.

Whilst it is recognised that there are exceptional circumstances when leave during the term may be requested, parents are asked to carefully consider the effects upon their children in respect of learning and relationships.

If leave of absence is to be requested parents must complete an application form in advance of the holiday. The following points will be considered prior to authorising the request.

- The child's previous attendance history
- The age of the child
- The Child's stage of education
- The time of year (SATs, exams etc)
- The nature of the trip (exceptional circumstances)

Leave of absence will not be granted retrospectively. If request has been refused by the headteacher and the parents proceed with the absence, this will be recorded as unauthorised and the Education Welfare Service will be informed. In this instance the local Authority **may serve a fixed Penalty Notice.**

*Published by Education Welfare Service.*