



LIONEL WALDEN PRIMARY SCHOOL

"Putting children first. Progress through partnership"

Headteacher - Mr Steve Abey

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The local authority and school expect all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment.

It is a legal requirement for parents/guardians to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£60 per parent per child rising to £120 after 21 days) if they do so without prior arrangements with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or exams?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have absences which have been recorded as unauthorized this year?

Should a leave of absence be taken after permission is withheld, then this will be recorded as unauthorized and will appear in both the school register and your child's report. Persistent unauthorised absence may result in the involvement of the Local Authority Attendance Officer and possible legal proceedings.

To apply for a child to be granted leave from school, parents should complete this form and return it to school for consideration well in advance of the proposed leave.

Child's Details			
Name:		Date of Birth:	
Name:		Date of Birth:	
Parent/Guardian Details:			
Parent 1:		Relationship to child:	
Parent 2:		Relationship to child:	
Home address:			



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Reasons for the request:

Please explain the exceptional circumstances that require a leave of absence during term time.

First Day of Absence:	/ /	Last Day of Absence:	/ /
Parent's/Guardian signature		Date:	/ /

For school use only

Headteachers Decision and reason for Decision

Number of days:		Number of sessions:		% Attendance to date:	
	Unauthorised	Absence unauthorised, not approved by school in line with government guidance. May incur a Fixed Penalty Notice fine if child above compulsory school age.			
	Authorised	Absence authorised, in line with government guidance due to specific exceptional circumstances.			
Signature of Headteacher:		Date:			

