**Leave of Absence Request Form**

Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be prosecuted under the terms of the 1993 Education Act.

**As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment), the amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Taking your child out of school during term time could be detrimental to your child’s educational progress. A student who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the student 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 absence is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent for each child taken out of School.

I wish to apply for leave of absence for:-

 - Educational Activities Date from ........................... Date to …………...............

 - Other / Personal

Name of Student: ……………………………………………………………………. Form: ……………………………………….

Reason for the absence: (Please give full details, providing letters of evidence if for an educational activity):….........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................Signature: (Parent / Guardian)…............................................................ Date: …....................................

NB: Please complete this form and forward to the Head of Year. At least one month’s notice should be given.

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Current Attendance: ….......................... Any other leave of absence this year: ….................................

Recommendation of Head of Year: ….......................................................................................................

Approved / Not Approved by Headteacher: ….............................................. Date: …............................