

**EXCEPTIONAL LEAVE OF ABSENCE REQUEST**

Term time leave of absence for a family holiday or event can only be granted by the Headteacher in exceptional circumstances. A referral will be made to the Local Authority where a holiday is taken following a refused application for absence and also where no application is made but a holiday is taken anyway. Please note that 'evidence' posted on social media sites or any other evidence that a child has been on holiday during term time can be submitted to the Local Authority for their consideration.

Please also be aware that where a Penalty Notice Fine is not paid, the parent can be prosecuted in the Magistrates Court under Section 444 of the Education Act 1996.

This form should be completed and handed to the School Office at least 15 days before the leave of absence commences. Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in primary and secondary schools.

Child's name: \_\_\_\_\_ DOB \_\_\_\_\_ Class: \_\_\_\_\_

Child's name: \_\_\_\_\_ DOB \_\_\_\_\_ Class: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

I would like to apply for 'Leave of Absence' from school for the above name(s):

From (date): \_\_\_\_\_ to (date): \_\_\_\_\_ a total of \_\_\_\_\_ days

In respect of the following reason: \_\_\_\_\_

(Please continue on the reverse of this form if needed)

By signing this Exceptional Leave of Absence request I understand the following:

1. The School's Attendance Policy and Behaviour Policy states that absences during term time will not be authorised unless the Headteacher agrees that there are special or exceptional circumstances and that any absence will be recorded as unauthorised on the school register.
2. Any unauthorised absences may be referred to The Education Investigation Service.
3. If a referral is made to The Education Investigation Service I/we may be subject to a Penalty Notice, (a fine of up to £120.00 in respect of each child and each parent), and/or be subject to further legal proceedings in the Magistrates Court.
4. If this request is extended I/we will contact the school to explain why as soon as possible.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Date: \_\_\_\_\_

Names of each adult who has parental responsibility for each child (please print):

\_\_\_\_\_  
\_\_\_\_\_

Address (if different to child's home address):

\_\_\_\_\_  
\_\_\_\_\_