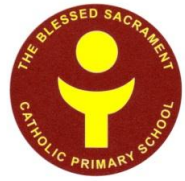




The Blessed Sacrament R.C. Primary School Leave of Absence Request Form



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice Warning if they do so without prior arrangement with the Headteacher or if the holiday is deemed unauthorized or if the holiday exceeds the authorized period. Where warranted, a Fixed Penalty will be issued. This currently is £120.00 per adult residing with the pupil and the fine is also issuable to any adult with responsibility to the pupil i.e. step-parent or absent parents residing at another address who have parental responsibility for the pupil.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it, at least two weeks before the proposed leave, to school for consideration.** Upon receipt of a request, the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. The legislation only allows the Headteacher to authorise such leave in special or **exceptional circumstances.** By definition, special or exceptional trips should not occur regularly. The school's exceptional circumstances criteria's are available to view on the schools website within the schools Holiday / Extended Leave Policy. As holiday authorisation requests are only anticipated for exceptional circumstances, it is not expected that such requests will be requested on an annual basis.

For leave of more than 5 school days in duration, or when school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that will be taken into account by school when considering a request for leave.

PARENTS' SECTION

(Please attach additional sheets if necessary)

Surname of child: First Name:

Date of Birth: Year Group:

Surname of parent/carer: First name:

Relationship to child: Are there any siblings applying for leave?

Parent/s address:
Any person with parental responsibility must provide an address in this area.

Postcode/s: Telephone number:

Please state why leave must be taken during term time instead of during school holiday periods

Length of absence : Destination:

Date of departure: Date due back in school:

Emergency UK telephone contact name and number:

Other emergency contact details, if leave is outside the UK

Employer Details

If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name:	
Address	
Telephone:	

Parent/carer's signature:

Date of Application:

FACTORS FOR CONSIDERATION

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 expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should 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 examinations?
- Is his/her attendance already below 90% or a previously agreed target or will this leave cause attendance to drop below 90%?
- 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 any absences which have been recorded as unauthorised this year?

SCHOOL SECTION:

Date application received:

Pupil's % Attendance:

Date of meeting with parents (if applicable)

Percentage attendance if leave taken

Leave request approved?	Yes	No
Is leave in excess of 5 days?	Yes	No

About the request: (Please circle)

Information concerning the potential consequences of taking unauthorised leave or failure to return on a due date, is available to view on the schools website.

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:

Date:

Please return a copy of this form to the parent/carer after consideration

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.