

## APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

**No parent/carer can demand leave of absence as of right.** The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

**Please note: Head teachers would not be expected to class any term time holiday as exceptional**

This is not an exhaustive list and Head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head teacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

### **Updated Information – May 2017**

Schools have been advised to request the issue of Penalty Notices when absence meets the criteria of ten or more unauthorised sessions leave (in a block or accumulatively over a four month period) taken without the permission of the school, and where the reason given does not meet any criteria for exceptional circumstances.

**APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES**

Name of pupil(s):

Class(es):

Siblings (if different school)

Schools attending:

I request permission for my child to be absent from school

From.....To.....Total school days.....

**Exceptional circumstances for request:**

*(this section must be answered in full and against stated criteria. Please add additional pages and include evidence eg. copies of wedding invitations, letters from employers, if appropriate)*

Signature of parent/carer.....

Date.....

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**For school use only**

Attendance %: Current Year: ..... Last Year: ..... Previous Year: .....

***(if current attendance is below 95%, please attach a copy of the attendance certificate for review)***

LOA days already authorised this year:  LOA days unauthorised this year:

Parent Support Worker Involved? YES / NO

PSW involvement required? YES / NO

Decision reached: .....

Seen by Head teacher (signature).....Date.....

Date reply returned to parent (s).....

Updated on Arbor?