



APPLICATION FOR LEAVE DURING TERM TIME FOR EXCEPTIONAL CIRCUMSTANCES

There is no entitlement to parents to take their child out of school during term time. However, you may apply to the school if you believe there are exceptional circumstances.

Leave of absence by exceptional circumstances may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except: where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

Each request is processed separately and individual pupil attendance for the past 12 months will be taken into consideration. Please note that in each case leave should not lower the pupil overall attendance to less than 90%, as this will result in the pupil being classed as a Persistence Absentee which may result in a referral to our Education Welfare Officer.

If the absence is not authorised as an exceptional circumstance and the pupil is absent, the case will be referred to the Local Authority Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child.

Name of Child: _____

D.O.B: _____

Year: _____

Class: _____

Date of First Day of Absence: _____

Date of Return: _____

Number of Days Requested: _____

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for, with supporting evidence as necessary.

Signed: _____ Name: _____

Dated: _____