Warwickshire County Council
Communities Group

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
- Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance do so will result in the absence being recorded as unauthorised

Please note: ***Parents do not have any legal entitlement to take their child on holiday during term time.***

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence *(they can only be exceptional circumstances)* (*see overleaf before completing*)

……
……
……

Total Days Requested On This Occasion ☐

(For siblings) I have also applied to _____ School/Academy for leave of absence for _____ *(Insert child/children's name)*

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only: **NAME OF CHILD:** _____

Timetable checked: Y/N Form tutor consulted: Y/N
Previous leave checked: Y/N Attendance %: _____
Consistent with school policy/regulations: Y/N

Reasons for decision: ……..

- **LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information**

1st date of absence: …… Last date of absence:…….

Expected date of return to school: ……
Authorised: Y/N Head Teacher/Attendance Lead: ……..Date: ……

- ***Copy of this completed section must be sent back to parent with letter***

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

1. Head Teachers **shall not grant any** leave of absence during term time **unless:**

   A) An application has been made in advance, by the parent with whom the child normally resides

   AND

   B) They consider there to be exceptional circumstances relating to the application.

2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

3. The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).

- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

- Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with.

2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.

3. Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.