



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

**The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a penalty notice per parent per child.**

New Government Legislation came in to effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore Abbey College will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in at least 2 weeks before any absence is taken.

Abbey College will take each request for absence on an individual basis taking into consideration:

- the time of year for the proposed trip
- if the proposed dates are close to any exam dates
- the student's overall attendance record
- any leave of absence already taken in the school year or in the previous school year
- the age and stage of education of the student
- the ability of the student to catch up the work that they have missed
- the reason why the parent/carer is requesting the time off during term time

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely Abbey College's decision and not a parental right. Parents should be advised that absence without the consent of Abbey College could result in further action and sanctions including a penalty notice.

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

**\*\*In April 2017 the Supreme Court upheld the ban on parents taking their children out of school for family holidays during term time. We have been advised by the Local Authority they will be reverting back to their original code of conduct and will be issuing Penalty Notice Fines.\*\***

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please sign this page and complete and sign the application on page 2 (overleaf). This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Parent/Carer signature: .....

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM  
SCHOOL DURING TERM TIME  
(All sections are mandatory)**

Surname of child		First name	
Date of Birth		Year Group/House	
Surname of parent/carer		First name of parent/carer	
Address of child			
Postcode		Telephone number	
Information about the request for your child's leave of absence	My reason for absence in term time is exceptional because		
	Would s(he) miss any national tests or examinations?	Yes	No
	Is her/his attendance already below 96% of a previously agreed target?	Yes	No
	Is the requested absence during the month of September?	Yes	No
	Has (s)he already been absent for more than 10 days?	Yes	No
	Has (s)he already had leave during term time this year?	Yes	No
	Did (s)he have a leave of absence last year?	Yes	No
	If your child has had absence during term time approved during this school year please state the number of days previously agreed	Days	
Does your child have any siblings for which you are requesting absence in term time in other schools?	Yes	No	
Length of absence (School Days)		From (date)	To (date)
Current attendance % at time of applying from: <a href="http://www.Go4schools.com">http://www.Go4schools.com</a>			
Please set an attendance target for the remainder of the academic year for your son/daughter: (School minimum attendance is 96%) If this is not achieved the school may retrospectively unauthorise the agreed leave of absence.			
I will ensure my son/daughter's progress will remain unaffected by:			
Parent/Carer Signature			
Absence approved / denied:			

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING  
AT LEAST 2 WEEKS' NOTICE OF INTENDED ABSENCE –  
any incomplete forms will automatically be refused.**