



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**.

Parents applying to remove their child from school during term time must give **14 days' notice** and supply evidence to support the application. The Headteacher will then consider authorising or unauthorising the absence.

Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time and the absence meets the LA penalty notice criteria of 20 sessions unauthorised absence in a 10-school week period. Penalty notices are issue per parent per child. Further information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at **GOV.UK**

PUPIL DETAILS	
Name of pupil (s)	Form group
1.	
2.	
3.	

PARENT/CARER DETAILS	
Name of parent/carers	Relationship
1.	
2.	
Address (if different from address of pupil)	
Telephone No:	

DATES OF LEAVE OF ABSENCE		
From:	To:	Total No. of Days Absent:
Please provide the reason including any exceptional circumstances for removing your child/children from school during term time (please attach any appropriate evidence to support your application).		

I understand that absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

Signed Date

FOR OFFICE USE:	
No of Days/Sessions Authorised:	No of Days/Sessions Unauthorised:
Letter sent:/...../.....	LOA Taken: YES / NO
SLT/Attendance officer Signature	Date