

# Please Note



## APPLICATION FOR LEAVE OF ABSENCE FROM RIPLEY ST THOMAS CE ACADEMY

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Principal. **The legislation only allows the Principal to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school (f.a.o. Attendance Officer) for consideration well in advance of the proposed leave and before committing to any expense.** Evidence must be provided to demonstrate that this is an **exceptional** circumstance. All available evidence must be submitted at this point. Any evidence provided at a later date may not be considered. The Principal will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Attendance Officer (acting on behalf of the Principal) will contact you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

### **PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)**

(Please attach additional sheets if necessary)

Surname of child:	<input type="text"/>	First name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Year and Tutor Group:	<input type="text"/>
Surname of parent/carer	<input type="text"/>	First name of parent/carer	<input type="text"/>
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Home address	<input type="text"/>		
Post code:	<input type="text"/>	Telephone Number:	<input type="text"/>
Emergency UK telephone number and contact name:	<input type="text"/>	Other emergency contact details if leave is outside the UK:	<input type="text"/>

Please provide information regarding the exceptional circumstances supporting this application for leave. Please continue on a separate sheet, if necessary.

First date of absence:	<input type="text"/>	Last date of absence:	<input type="text"/>	Number of school days:	<input type="text"/>
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Employer Details

If you are stating work commitments as an **exceptional** reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays

Name:	
Address:	
Telephone:	

Parent/Carer's signature

Date of application

**ADDITIONAL FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The DfE expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in **exceptional** circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

**SCHOOL SECTION**

Date application received

Pupil's % attendance

Contact with parent(s)

STAR ethnicity code

About the request:  
(please circle)

Gender of child:	Male	Female
Leave request approved?	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave?	Yes	No
Is leave in excess of 10 days?	Yes	No
Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reasons(s) for decision

Number of previous applications granted:

Principal's signature:

Date:

**Please return a copy of this form to the parent/carers after consideration.** In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.