

PLANNED APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Promoting good attendance at school is a concern; both at a school and a national level. The number of days lost to planned absences in term time is an area where we must pay particular attention. Whilst we appreciate some of the reasons families may need to request absence from school, it is important that we are clear about the detrimental effect this has on a child's attainment. Every school's attendance figures are carefully monitored by the Local Authority and the Department for Education. We are required to demonstrate our efforts to ensure students attend school. We do this by working closely with the Local Authority's Early Help Service (Targeted Support).

Attached is an application form for you to request permission for your child to be absent from school. 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 during term time. The Local Education Authority works with schools to reduce the numbers of children missing school in term time and schools can refuse your request to take your child out of school. If you wish to take your child during term time, you must apply for permission in writing using the attached form.
- The application must be made in advance and the Head of School must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Head of School will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head of School's discretion.
- If the leave of absence is not agreed but the parents still take the child out of school, or the parents keep the child out of school longer than is agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
- If your application is refused and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice being issued against you for irregular school attendance. Nottinghamshire County Council has stated that from September 2015 Penalty Notices can be issued if the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is above 6 sessions / 3 days over a rolling 6 week period.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached. **Please return completed application form to your child's school giving at least 4 weeks' notice.**

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil(s) Name:		Pupil(s) Tutor Group:	

I wish to apply for my child(ren) to be absent from school (please include dates and times):

From:		To:	
(first date of absence)		(last date of absence)	
Total number of school days missed:			

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal school holiday your child has from school. If you are requesting authorisation to attend a specific event; for example a funeral, please confirm the date of the event and explain your travel arrangements.

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application:	
Signed:	
Date:	

OUTCOME (INTERNAL USE ONLY)

Authorised Absence (C code)		Unauthorised Holiday (G code)	
Authorised Sporting Activity (P code)		Unauthorised Absence (O code)	
Other: (give details)			

