



## APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parents are asked to consider the effect on their child's continuity of education.

Name of pupil(s): .....

I request permission for my child to be absent from school.

From ..... To ..... Total school days .....

The following are examples of the criteria for leave of absence, which may be considered as exceptional:

- Service personnel returning from active deployment.
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the organisation / company.
- Where leave is recommended as part of parents' or child's rehabilitation from medical or emotional problems.
- When a family needs to spend time together to support each other during or after a crisis.

This is not an exhaustive list; the headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Please note that:

- *As headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday. DfE*
- Leave will not be considered retrospectively.
- Leave will not be approved if attendance is less than 95%.
- Unfortunately, the fact a holiday is cheaper during term time will not be considered as an exceptional circumstance.
- Leave cannot be granted because of the educational merit of a planned trip.
- Parents must obtain permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.
- Parents who take a child on leave in term time without the permission of the school risk being issued a fine for unauthorised absences.

Please explain the reason for the application as fully as possible:

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I certify that the information given in this form is accurate to the best of my knowledge. I understand that checks will be made as part of the approval process.

Signature of parent: ..... Date: .....