



NEWCHURCH PRIMARY SCHOOL

**PUPIL LEAVE OF ABSENCE APPLICATION FORM**

Request for leave during term time

**IMPORTANT INFORMATION FOR PARENTS – Please read before completing this form**

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Parents do not have any legal entitlement to take their child on holiday during term time. It is the Executive Headteacher who decides whether a period of leave during term time will be authorized or not *in line with legislation*. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Executive Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Executive Headteacher will determine the length of absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. **Failure to make this request in advance will result in the absence taken being recorded as unauthorised.**

**I have read the above information and wish to apply for a Leave of Absence from school for:**

Child's Full Name		Year		D.O.B.	/ /
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If you are applying for an Application Leave for more than one child, please add their details below:

Child's Full Name		Year		D.O.B.	/ /
Child's Full Name		Year		D.O.B.	/ /

**Details of Absence**

Date of 1 <sup>st</sup> day of absence		Date of last day of absence	
Expected date of return to school		Total number of days absent	
Please provide the reason for this request including any supporting evidence:			

**Parent/Carer Details** Please list all parents

Requested Information	Parent/Carer 1	Parent/Carer 2
First Name		
Surname		
D.O.B.		
Address (incl postcode)		
Telephone Number		
Relationship to child		

**Siblings** Please provide the name of any siblings and the school that they attend (unless already stated above)

Child's Full Name	School	D.O.B.

**Please read the following statement and sign to indicate you understand this:**

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a penalty will be payable per child, per parent of £160 if paid with 28 days but reduced to £80 if paid with 21 days. If a parent receives a **second fine** for the same child **within a 3-year period, this will be charged at the higher rate of £160**. Fines will be capped to two fines within any three-year period. Once this limit has been reached, other action like a **parenting order** or **prosecution** will be considered by the Local Authority.

Signed (Parent/Carer 1): ..... Full Name: ..... Date: .....

Signed (Parent/Carer 2): ..... Full Name: ..... Date: .....

Office Use Only					
Date request received		Total number of days requested			
Child's Name		Class		Current Attendance	
Authorised	Y / N	Signed		Date	
Comments				TPN	Y / N