



## Leave of Absence Application Form 2024/2025

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing.

**Applications should be received at least three weeks in advance to allow consideration**

### **Pupil Information:**

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS/TUTOR

**Details of siblings at other schools that will be travelling:** *(Please note that we may contact these school/s in relation to this application)*

**Name of sibling/s:**

**Current school/schools:**

**I am applying for leave of absence for my child/children**

**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total number of school days absent:**

**Please explain fully the purpose of this absence & why it cannot take place during the 13 out of term time weeks:**

**Name of City/Country being visited during the leave of**

<b>absence?</b> <i>Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.</i>	
<b>Parent/s email addresses and contact telephone numbers whilst on the leave of absence:</b>	Email:  Telephone Number:  Current Address:
<b>Has your child had leave of absence in the last 12 months?</b>  If yes, please provide dates/details:	Yes/No

<b>I submit the information above for consideration by the Headteacher:</b>	<div> Signed: <div>Printed:</div> </div> Relationship to Pupil:  Date:
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## Leave of Absence Application Decision 2024/2025

For School Use and Completion Only (Not to be sent to the Parent/s)

### PUPIL INFORMATION

FORENAME	SURNAME	DATE OF BIRTH	CLASS	% ATTENDANCE (over last 12 months)

**Dates the pupil/s are going to be absent:**

**Number of school days the pupil/s are going to be absent:**

**Contact made with the sibling/s school/s:** (date and time called plus information gained)

**Having considered this request carefully, my decision is the leave of absence application is:**

Invite parent/s in for a meeting to find out further information regarding their application for Leave of Absence

Approved – the entire absence will be recorded as authorised (code C, C1 or P or J1 or R or T)

Not Approved – the absence will be recorded as unauthorised (code G or O) and the school will not request any further action to take place concerning this unauthorised absence.

Not Approved- the absence will be recorded as unauthorised absence (code G or O) and the school will request a Notice to Improve to be issued for the unauthorised absence.

Not Approved- the absence will be recorded as unauthorised absence (code G or O) and the school will request a First Penalty Notice to be issued as this is the first unauthorised absence within a 3 year period.

Not Approved- the absence will be recorded as unauthorised absence (code G or O) and the school will request a Final Penalty Notice to be issued as this is the second unauthorised absence within a 3 year period.

Not Approved- the absence will be recorded as unauthorised absence (code G or O) and the school will request a prosecution to be instigated for the unauthorised absence as this is the third unauthorised absence within a 3 year period.

**Explanatory notes regarding the decision:**

<b>Signed:</b>	<b>(Headteacher/Principal)</b>	<b>Date:</b>