

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

- **There is no automatic right to absence for a family holiday.**
- Requests for leave of absence should be sent to the school **no less than** 4 weeks prior to the start of the period of absence.
- Authorisation during SATs, GCSEs (including Mock Exams) and in the **first half term** of any new school year **cannot** be granted
- Any requests for extended leave will result in an interview with a senior member of staff to look at options for ensuring continuity of education
- Any leave taken without filling in a request form or entering a late request form will be unauthorised
- A maximum of 5 days absence per academic year will be approved (subject to calculation overleaf)

I wish to apply for leave of absence from school to be granted to:

Name of Child..... Class/ Form Group.....

Dates of Proposed Absence: From..... To:.....

Reason for Proposed Absence (please tick the appropriate box)

a) Unexpected special family circumstances / Extended Leave
(please make an appointment to see a member of staff to discuss)

b) Request for Family Holiday

Total Days Requested

Total Days Taken Previously This Academic Year

Signature of Parent/Carer.....

Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice being issued by the Local Authority

For School Use Only

Form Rec'd

Previous Holiday Checked?

Attendance %

Interview Offered to Parent/Carer? Y/N Date:.....

Authorised? Y/NHead Teacher. Date:.....

Parent informed by letter.Yes/No ... Date

Calculation Chart – Leave of Absence in Term time

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly....

	Points Possible	Points allocated	Total
What stage/Year Group of their education is the pupil in question at?	Children of Compulsory school age in any year group = 4 points		
What is the level of attendance of this particular pupil?*	70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts 93% to 95% = 1 pt		
How close are they to a major exam/SATS assessment or internal school assessment?	More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts Exam & SATs period = 5pts		
How much leave has already been authorised in current academic year?*	2 to 4 days = 2pts 1 to 3 days = 1pts		
Any special mitigating circumstances/ aspects of the holiday which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) as below:	Subtract 2 points from total.		
Details of mitigation ...			

DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED

N.B. Leave for Family Holiday where the Total number of points exceeds 7 should not be authorised by the school .
The only variation to the above would be where there are, in the opinion of the Head Teacher 'exceptional circumstances.' (incl. religious and cultural considerations)

*Where the level of attendance is below 70% at the time of the request for leave of absence should not be authorised as the LA may well be in the process of prosecuting the parents.

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