

## APPLICATION FOR LEAVE OF ABSENCE

### WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Time off for leave of absence for any reason, including family holidays is not an automatic right.

Schools are expected **not to authorise** requests for **family holidays** unless there are **exceptional** circumstances. For example:-

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal effect to the pupil's education
- When a family needs to spend time together to support each other during or after a crisis
- Any other circumstances that the headteacher considers to be exceptional.

It is also expected that headteachers **will not authorise leave** where the following apply:-

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday
- Period overlaps with beginning or end of term

### WHAT THE HEADTEACHER WILL DO:

Each request for leave of absence will be considered on its own merits. In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

1. The exceptional circumstances outlined in the request
2. Your child's historical attendance record
3. The time of the school year

### PLEASE REMEMBER:

- **There must be exceptional circumstances for requesting any leave of absence and these must be stated on the form overleaf.**
- It is advisable, where possible, to give 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.
- Parents can be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the headteacher.



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**LEAVE OF ABSENCE REQUEST - PARENT/CARER TO COMPLETE**

| Full name of child(ren) | Class |
|-------------------------|-------|
|                         |       |
|                         |       |
|                         |       |
|                         |       |

Address:

First day of absence: \_\_\_\_\_ Last day: \_\_\_\_\_ Total number of days: \_\_\_\_\_  
Exceptional Reasons for application: (If you would prefer a face to face meeting with the Headteacher to explain your exceptional reason, please request it here.)

Has leave of absence been taken in term time before?  
Are you requesting leave of absence for any siblings at another school? If so please provide details.

Signature of Parent(s)/Carer(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Applications can only be made by parents/carers.**

**ABSENCE REQUEST - SCHOOL RESPONSE**

**ADMIN CHECK:**

Attendance Record  Significant events: \_\_\_\_\_

Number of days previously requested: \_\_\_\_\_ Class trips: \_\_\_\_\_

**HEADTEACHER DECISION:**

Authorised  Unauthorised  (Comment) \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_