

ST PATRICK'S RC PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

IMPORTANT INFORMATION FOR PARENTS/CARERS

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays.

Head Teachers may grant leave of absence if they consider *exceptional circumstances* apply.

If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.

Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed.

If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.

This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered.

Please complete a Leave of Absence form for **each child**.

Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised.

*Please note: **Parents do not have any legal entitlement to take their child on holiday during term time.***

I wish to apply for Leave of Absence from school to be granted to:	
Name of Child:	Class:
First Date of Proposed Absence:	Last date of Proposed Absence:
Expected date of return to school:	Total Days Requested On This Occasion:
Reason for Proposed Absence – please provide reasons to support the application including evidence <i>(these can only be exceptional circumstances)</i>	
Signature of Parent/Carer:	
Print Name:	Date:

For school use only:	
Date received:	
Previous leave this year:	days
Current attendance:	%
Reviewed by:	<input type="checkbox"/> Head Teacher <input type="checkbox"/> Deputy Head Teacher
AUTHORISED	NOT AUTHORISED
Letter sent to parents by :	Date: