

Application for **Exceptional** Leave of Absence



Children should be in school during term time.

As a result of the change to the law the Governors' policy is **not** to authorise any absence for holidays. This form may be used to request absence but it must only be for **exceptional circumstances**. The guidance from the Department for Education states:

"Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Parents can be fined for taking their child out of school during term time without consent from the school."

Name of child		Class	
First day of absence		Returning to school	
Total number of school days requested for absence			
Reason for absence. Please give as much information as possible to explain why the request is an exceptional one.			

I understand that:

- absence affects academic progress, which may prevent achievement of expected standards and targets.
- The law allows for absence to be granted only in **exceptional** circumstances.
- Any absence longer than that agreed will be classed by the school as unauthorised.
- This may result in a fixed penalty notice being issued by the Education Welfare Service for an unauthorised absence. This will be £60 per child, per parent.

Signed (parent/carer)		Name		Date	
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Pupil's current attendance (%)		Punctuality – number of lates this year	
Headteacher decision:	<input type="checkbox"/> Authorised	<input type="checkbox"/> Not Authorised	Signed
If absence still taken:	<input type="checkbox"/> Referral to Education Welfare Officer		