

Robert Miles Infant School
Head Teacher Mrs H Greensmith
School Lane, Bingham
Nottinghamshire NG13 8FE
Telephone (01949) 837422



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

If you wish to take your child out of school during term time, you must apply for permission in writing using this form. Before completing the application form, please read these notes carefully:

The Government made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1st September 2013. **These state that head teachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances;** in these cases it is the head teacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes, school will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- availability of cheap holidays and cheap travel arrangements;
- day trips;
- sporting fixtures and shows;
- birthday treats.

There are certain times of the year when a child may experience particular problems because of missing school. These include assessment and examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence, school will take these and other factors into account.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. **Unauthorised absences may lead to the issue of a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance.**

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached. This form should be returned to school **at least 4 weeks** in advance of the proposed absence. The reason for the request should be given in detail. Please note that requests received with less than this notice period will not be authorised unless exceptional circumstances are granted by the Head Teacher.

Once the school receives the completed form your request will be considered and a written response will be sent home.

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Pupil's Name:..... Class:

Date of application:.....

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school Date of return to school

Total number of school days missed

Please explain the **exceptional circumstances** that make it necessary to request a leave of absence and provide evidence to support the request:

.....
.....
.....

I make application for my child named above to have an authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and will be recorded as such. Parents could then be issued with a fixed penalty notice and/or court action once the absence has been taken.

Name of Parent/Carer making request

.....

Signed

.....

For Office use only

Date received: Date reply sent:.....

% attendance at the time of receipt:

On this occasion days have been authorised for the following reasons:

.....
.....

Signed:.....