



Application for leave of absence

Important information for Parents/Carers

Please refer to the school Attendance Policy when requesting Leave of Absence.
Head Teachers are no longer able to grant leave of absence unless there are explicit exceptional circumstances

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

Name of child		
Class/Year group		
Teacher		
Date of proposed absence	From	To

Reason for Proposed Exceptional Circumstances:

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Total days requested		
Parents(s) full Name(s)		Date of Birth:
		Date of Birth:
Address		
Signature of Parent/Carer		

Consequences for parents taking children on Leave of Absence during term time which are **NOT** authorised by the school MAY result in a penalty notice of £120 per parent per child being issued by the local authority.

For School Use Only

Attendance %		
Interview offered to Parents/Carers?	Yes/No	Date:
Authorised by Headteacher?	Yes/No	Date:
Parent informed by letter?	Yes/No	Date:

Homefields Primary School Term-time requests for absence – A GUIDE FOR PARENTS

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

Homefields Primary School will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

The law states that schools should not authorise leave of absence unless:

- ✓ An application has been made **in advance** by the parent with whom the pupil normally resides AND
- ✓ The Head teacher considers that there are exceptional circumstances relating to the application.

Homefields Primary School will consider authorising holidays for (exceptional circumstances):

- service personnel and other employees who are prevented from taking holidays out of term-time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

Homefields Primary School will respond to all requests for a leave of absence in writing giving the reasons for the decision.

Homefields Primary School will NOT authorise a holiday during periods of national tests ie: SATs examinations.

6. Extended leave of absence

In considering absence for extended trips overseas Homefields Primary School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved.