



English Martyrs Catholic Primary School  
*"where everyone is special"*



**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY**

**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 in exceptional circumstances
- 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 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 parent(s)/resident parent/carer(s) before requests will be considered
- Please complete a Leave of Absence form for each child

**Please note: Parents do not have any 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: \_\_\_\_\_ Form Group: \_\_\_\_\_

Dates of Proposed Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Proposed Absence – please provide reasons to support the application including evidence *(they can only be exceptional circumstances) (see overleaf before completing)*

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

Total Days Requested On This Occasion

*(For siblings)* I have also applied to \_\_\_\_\_ School/Academy for leave of absence for

\_\_\_\_\_ *(Insert child/children's name)*

Signature of Parent/Carer: \_\_\_\_\_ Date \_\_\_\_\_

<b>For school use only:</b>		<b>NAME OF CHILD:</b> _____	
Timetable checked:	Y/N	Form tutor consulted:	Y/N
Previous leave checked:	Y/N	Attendance %:	_____
Consistent with school policy/regulations:	Y/N		
Reasons for decision: .....			
• <i>If verbal request please supply date and brief detail of conversation overleaf/on separate sheet.</i>			
1 <sup>st</sup> date of absence: .....		Expected date of return: .....	
Authorised:	Y/N	Head Teacher/Attendance Lead: .....	Date: .....
• <b>Copy of this completed section must be sent back to parent with letter</b>			

For School use only:

Additional information: .....  
.....  
.....  
.....

Name: .....Date: .....

*i.e. Verbal requests*

**The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 which come into effect on 1<sup>st</sup> September 2013 state:**

1. Head Teachers **shall not grant any** leave of absence during term time **unless** they consider there to be exceptional circumstances relating to the application.
2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Head Teacher will determine how long the absence should be and any additional absence will not be authorised.
4. Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

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- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996)
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996)

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- *Children need to attend school regularly to benefit from their education*
  - *Missing out on lessons leaves children vulnerable to falling behind*

**Parents:**

- a. The application must be made in advance by the parent(s) that the child normally resides with.
- b. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***