

**APPLICATION FOR PUPIL LEAVE OF
ABSENCE FROM SCHOOL FOR
PARENTAL HOLIDAY**

**Leave will only be authorised for students
in Year 10 or Year 11 in exceptional
circumstances**

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IT IS ESSENTIAL THAT THIS FORM IS RETURNED TO
YOUR CHILD'S HEAD OF COLLEGE AT LEAST TWO WEEKS
BEFORE THE REQUESTED PERIOD OF ABSENCE. HOWEVER,
COMPLETION OF THIS FORM DOES NOT NECESSARILY
MEAN THAT PERMISSION WILL BE GRANTED.

Under Regulation 12 of the Education (Schools and Further Education) Regulations 1981, there is a **discretionary** power for leave to be granted for the purpose of **an annual family holiday or an annual holiday during term time**. Such permission is granted in accordance with arrangements made by the governing body of the **school**. Only in exceptional circumstances will such absences be authorised. No parent can demand leave of absence for the purposes of a holiday as of right and the **school** may not authorise a holiday **request**. Where the **school** does not agree an **absence** or where parents/carers keep a child away from **school** in excess of the period agreed, that time will be treated as **unauthorised absence**. A similar line will be taken where parents take the child away without permission or fail to apply for permission in advance of the holiday and instead seek retrospective approval on their return. Such behaviour may call into question approval of any further applications made by that particular family. Such unauthorised absence could lead to prosecution which may result in a fine.

FULL NAME OF CHILD(REN):	FORM(S):
ADDRESS:	
REASON FOR APPLICATION AND DATES:	
SIGNATURE OF PARENT(S)/CARER(S):	
DATE:	

Whilst it is expected that students catch up on any missed work, it is not the responsibility of the subject teacher to provide it in advance.

The Headteacher will consider the following points before authorising leave:

1. The child's previous attendance history (is it below 90% this year. Was it below 90% last year).
2. The age of the child(ren).
3. Has the child a history of truancy?
4. The time of the year. Years 10 & 11 will automatically be unauthorised immediately prior to exams - and certainly if they miss an exam (Controlled Test).
5. The nature of the trip (an exceptional experience).
6. Whether the parents are restricted in terms of leave from their employer.

When the absence has been unauthorised by the school, parents may be prosecuted, if attendance is below 80% or the student is a known truant.

For Office Use Only	
Seen by College Director/Headteacher:	
Agreement Reached:	Parents Notified: Y/N
Other Outcome:	Date:



Mr P N Howarth BA MA
Headteacher