



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents – please read before completing this form

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. Our attendance policy has been created with the Wisbech Schools Partnership using guidance from [Working Together to Improve School Attendance. August 2024](#).

As a school, we realise that for a child to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all children registered at school attend every day and on time, unless the absence is unavoidable. We expect that all children will achieve 100% attendance, but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues.

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. Recent government guidelines have removed the discretion for headteachers agreeing to term-time leave for holiday purposes. Any requests for leave of absence need to be submitted before the leave is taken. Any supporting evidence, if applicable, must be submitted with the request. This also applies to parents requesting to take their child out of school during the school day. Failure to make a request for a leave of absence in advance, will result in the absence being recorded as unauthorised. We advise that a request for leave of absence should be made in advance, and a response received before any arrangements are confirmed or money committed.

All coding of leave is at the headteachers discretion. Details of this are set out in our school Attendance Policy, available on the school website. Every request for leave of absence during term time will reviewed on an individual basis with due consideration of the child and the circumstances of the request, but the Headteacher can only grant leave of absence if they consider that exceptional circumstances apply. The Headteacher can determine the duration of absence which will be recorded as authorised.

This form must be completed in full by the parent who intends to remove the pupil from school during term time.

I have read the above information and wish to apply for Leave of Absence from school for:

	Child 1	Child 2	Child 1	Child 1
Child's Full Name:				
Date of Birth				
Class:				
Parent/ Carer Details (please list all)				
	Guardian 1		Guardian 2	
Full Name				
Address and Postcode				
Telephone Number				
Relationship to Child				
Is this person aware of the request?	Yes / No		Yes / No	



Details of the absence					
Date of First day of absence:		Date of last day of absence:			
Total Number of days absent:		Expected date of return to school:			
Please provide the reason for this request including supporting evidence:					
Please read the following statement and sign to indicate you understand the terms: If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent. For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996. I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.					
Full Name:		Signed:		Date:	
Full Name:		Signed:		Date:	

To be completed by the school:					
Date request received by the school:		Total number of sessions requested:			
Child's Name:	Current % Attendance	Application Authorised or Declined?			
Reason for school's decision:					
Headteacher:		Signed:		Date:	
Returned to applicant:		Signed:		Date:	



Attendance at school

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a child's good attendance as part of our safeguarding duties.

Our attendance policy can be seen on our school website. I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.