



WALTON PRIORY MIDDLE SCHOOL

APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY/EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice (£60 per parent per child) if they do so without prior arrangement with the Headteacher.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. The legislation only allows the Headteacher to authorise such leave in special or exceptional circumstances. By definition, special or exceptional trips should not occur regularly. Therefore, it is not expected that holiday leave will be requested on an annual basis.

For leave of more than 10 school days in duration, or when school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that will be taken into account by school when considering a request for leave.

PARENTS'/CARERS' SECTION

PARENT/CARER 1

Surname of child:	<input type="text"/>	First Name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Year Group:	<input type="text"/>
Surname of parent/carer:	<input type="text"/>	First name:	<input type="text"/>
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone number:	<input type="text"/>

PARENT/CARER 2

Surname of parent/carer: First name:

Relationship to child: Are there any siblings applying for leave?

Home address:

Postcode: Telephone number:

Please state why leave must be taken during term time instead of during school holiday periods (Including why the circumstances for this leave are exceptional).

Length of absence : Destination:
(number of days in school)

Date of departure: Date due back in school:

Emergency UK telephone contact name and number: Other emergency contact details, if leave is outside the UK

Employer Details
If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone:	<input type="text"/>

Parent/Carer's signature(s): Date of Application:

Please return a copy of this form to the parent/carer after consideration
In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.

(If both parents have PR (Parental Responsibility) both signatures are required)

FACTORS FOR CONSIDERATION

Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

-) Will leave at this point in time be detrimental to the pupil's education?
-) Will he/she miss any national tests or examinations?
-) Is his/her attendance already below 95% or a previously agreed target?
-) Is the proposed absence during the month of September or any other transition period?
-) Has he/she already had leave during term time this year?
-) Did he/she have leave of absence during term time in the previous school year(s)?
-) Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION:

Date application received: Pupil's % Attendance:

Date of meeting with parent(s): (if applicable) SIMS/STAR ethnicity code:

Gender of child:

Male	Female
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About the request: (Please circle)	Leave request approved?	Yes	No
	Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
	Is leave in excess of 10 days?	Yes	No
	Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:

Date:

Please return a copy of this form to the parent/carer after consideration

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