



Kingsfield First School

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL Please complete a separate form for each child

Full Name of Child:	Class:
Dates of Absence: _____ To _____	
Have you any other children in the Biddulph Pyramid of schools for whom you have also requested leave of absence? Yes No	
School: _____ Agreement reached: Yes No	
Reason for application: Please be as specific as possible regarding your request, particularly if you require us to consider your application due to exceptional circumstances. Please be aware that family holidays during term time are no longer authorised. This form still needs to be completed in order to communicate formally our decision.	
Signature of person with parental responsibility: _____	
Print: _____ Date: _____	

OFFICE USE ONLY	
Request seen by Headteacher Y/N	Current Attendance: _____
Authorisation granted Y/N	Date: _____
Letter to be generated Y/N	

Please return to school office and a letter will be sent to you either authorising the holiday or declining authorisation. We will carefully consider your application and take into account the nature of the leave of absence request (exceptional Circumstances).

Guidance Notes for Parents Requesting Leave Of Absence from School

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it the head teacher**. This form should be sent to the school in time for the request to be considered well **before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the schools decision regarding their request. Head teachers cannot authorise unless the request is received before the period if the absence begins.
2. The Department of Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particular during school holidays. However we believe that, in order to ensure children receive the best education and prospects, that they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of: -
 - The **exceptional** circumstances stated that have given to raise the request
 - The state of the child's education and progress and the effects of the requested absence on both elements
 - Frequency of similar requests
 - Whether the parent made the request in advance
 - Students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
6. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the **child does on return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide **not to grant leave of absence** and parents still take their child out of school, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine of £60 **per parent* per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 within the period of 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support head teachers challenging parents who ignore the law.

*Generally the DfE states that parents include all those with day to day responsibility for a child.