



## Leave of Absence

**SCHOOL NAME: Pennine Way Primary School**

### APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

It is a legal requirement for parents/carers to obtain the permission of the Head teacher before removing their child from school in order to take any leave in term time. Parents do not have an automatic right to take their children out of school for leave 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 Head teacher. The legislation only allows the Head teacher to authorise such leave in exceptional circumstances. You should complete this form and return it to Pennine Way AT LEAST FOUR (4) WEEKS before the date when you want the period of absence to start. You may be required to attend a meeting to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child).

Child's Full Name:.....

DOB.....Year Group.....Class/Form.....

Address.....

Period of Absence: From.....To.....(inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time. Please continue on a separate sheet if necessary)

Name:..... Relationship to child:.....

(Applicant must be the parent carer the child normally resides with)

Signed:..... Date:.....

**Decision re: Application for Leave of Absence During Term Time** (For office use only)

Att %:..... Authorised? Y / N

Coding (please circle appropriate code):

- B – Approved education activity as pupil being educated off site (NOT dual registration)
- C – Authorised absence as pupil is absent due to other authorised circumstances
- Y – Unable to attend due to exceptional circumstances - not counted in possible attendances
- D – Dual Registration
- H – Authorised absence due to agreed family holiday
- J – Approved educational activity as pupil is attending an interview
- M – Authorised absence due to medical/dental appointments
- P – Approved educational activity as pupil is attending an approved sporting activity
- R – Religious Observance
- S – Study Leave
- T – Gypsy, Roma and Traveller Absence
- W – Work Experience
- V – Educational Visits

G – Unauthorised Family Holiday

O – Unauthorised Absence

Other (please specify) –

Signed: ..... Date: .....

*Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*

