



Spring Lane Primary School

Application for Leave of Absence



Application for Leave of Absence under Regulation 7 of the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Regular attendance of students at school is a legal requirement under section 7 of the Education Act 1996.

The Head of School and Attendance Lead will consider your request, taking your child's attendance record into account. For further information please refer to our attendance policy displayed on our website: <https://www.springlaneprimary.com/school-attendance>

If leave is taken without authorisation it will be recorded in the school attendance register as an unauthorised absence, which is truancy.

Ofsted judge our attendance as a key measure of our performance – our aim is meet National standards for attendance with a 96% overall attendance rate. We urge parents to support our ongoing efforts to reduce the lost days of education which can affect your child's progress.

Please complete the form and return it to the School Office.

Please be aware of the following prior to making an application:

- All leave must be applied for at least two working school weeks in advance of the first day of requested leave. Only in emergency situations will requests be considered in short timescales.
- We strongly advise you not to make any travel arrangements until the Head of School and Attendance lead have made a final decision of the request for leave of absence.
- Failure to request leave in the appropriate way, is likely to result in unauthorised absence and a possible fixed penalty notice.
- For the purposes of education law, the Department for Education (DfE) considers a 'parent' to include:
 - all biological parents, whether they are married or not
 - any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, a guardian or other relative
 - any person who, although they are not a biological parent and do not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child.

I request permission from the school for my child to be granted Leave of Absence for the following dates/s and reason/s:

Name(s) of Pupil(s) for which leave of absence is being applied for:	Date of Birth	Class
Child 1: _____	____/____/____	_____
Child 2: _____	____/____/____	_____
Child 3: _____	____/____/____	_____

Dates (inclusive) for which leave of absence is being applied for:		
From:	To:	
For how many school days do you require the pupil(s) to have leave of absence? _____		
On which date will the pupil(s) return to school?		
Please use the space below to justify the 'exceptional circumstances' for which the leave of absence is being requested:		
You are also required to provide copies of evidence to support your justification of 'exceptional circumstances' e.g. wedding invitations, flight tickets abroad. Please state below the evidence you have attached.		
Printed name of parent(s) making application who will be responsible for the pupil whilst they are absent: 1. _____ 2. _____	Parental signature: 1. _____ 2. _____	Date: ____/____/____ ____/____/____

Please note Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

School Office Use:

Academic year:	2024-2025		
Date application received:	____/____/____		
	Child 1	Child 2	Child 3
% Attendance for academic year to date			
No of sessions absent in last 10 weeks			

Head of School/Attendance Lead Decision: _____

Signed: _____ Print Name: _____

School Office Action:

Register Code & comment added to SIMs	Date: ____/____/____
Parent(s) sent letter informing of final decision	Date: ____/____/____

We aim to respond to an Application for Leave of Absence within 5 working days of receipt.