



## Sunnymede Junior School



### Application for Leave of Absence from School during term time

Applications should ordinarily be made not less than four weeks prior to the first date of absence being requested.

In all cases, you must allow one week from the date the form is received by the school and receiving a response.

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006); the parent does not decide if the criteria for an exceptional circumstance has been met. If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent / carer for each child taken out of school. The absence will also be recorded as unauthorised. Failure to submit a leave of absence request will result in the absence being unauthorised.

Dear Headteacher,

I would like to request permission for leave of absence for my child for the reasons detailed below (further information can be attached if required).

<b>Child's Full Name</b>		<b>Date of Birth</b>	
<b>Year Group</b>		<b>Class</b>	
<b>Child's Full Address and Postcode</b>			

<b>First date of absence</b>		<b>Last date of absence</b>	
<b>Date of return to school</b>		<b>Number of school days absent</b>	

<b>Where leave of absence requested is for half a day, will your child require a school dinner?</b>	<b>YES</b>		<b>NO</b>	
<b>Reason for request (please give full details, further details can be attached to this form).</b>				
Where applicable, please provide evidence to support your application				

<b>Name of person making request</b>		<b>Relationship to child</b>				
<b>Full Address and postcode (if different from child's above)</b>						
<b>If child above does not reside with you, does the resident parent agree with this application</b>			<b>YES</b>		<b>NO</b>	
<b>Signature of Parent / Carer with whom child resides</b>		<b>Date</b>				

<b>If you have a child or children at another school, please detail their names and which school(s) they attend below:</b>			
Child's full name:		School:	
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## Sunnymede Junior School - Leave of Absence from Response to Parent

### For School Office Use only

Complete the below along with a copy of any evidence provided on the pupil's school file.  
Where the school has the relevant information, ensure that both parents are aware of the decision made if they reside separately and both have parental responsibility.

<b>Child's Full Name</b>	
<b>Child's Date of Birth</b>	
<b>Child's Class</b>	

Dear	<b>Parents / carers Title, Forename and Surname</b>	
	<b>Parents / carers Title, Forename and Surname</b>	

<b>Date application received</b>						
<b>% attendance in previous 12 school weeks</b>						
<b>Percentage Attendance Year to date</b>						
<b>Number of Sessions absence this academic year</b>	<b>Authorised</b>		<b>Unauthorised</b>		<b>Total</b>	
<b>Have the family of this child been issued with a Penalty Notice in the previous 12 calendar months, if yes please state how many.</b>	<b>YES</b>		<b>NO</b>		<b>Total in previous 12 months</b>	

### Your application for leave of absence as detailed above has been:

<b>Authorised</b> (subject to attendance remaining at an acceptable level)		<b>Unauthorised</b> (Is not considered to be an exceptional circumstance)	
<b>Specific notes where applicable</b>			
<b>Head Teacher Name</b>			
<b>Head Teacher Signature</b>		<b>Date</b>	

Updated October 2022