



Beaver Road Primary School



Pupil Leave of Absence from School Application Form

This form must be used by parents to apply for leave of absence for their child. A separate form must be completed for each child and for each separate occasion for which leave of absence is to be considered. The form must be signed by all parents who live with the child at the same address and who are applying for this leave of absence.

PUPIL'S DETAILS

Child's Name

Date of Birth / /

Class

INCLUSIVE DATES OF ABSENCE

First Date of Absence / /

Last Date of Absence / /

School Days Absent

EXCEPTIONAL REASONS FOR ABSENCE

Please state the reasons for the planned absence and the exceptional circumstances why this absence has not been planned for the school holidays. Attach additional information if required.

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PARENTS' DECLARATION / SIGNATURES (PLEASE READ THE INFORMATION OVERLEAF BEFORE SIGNING)

Parent Name (1) Signature Date

Parent Name (2) Signature Date

SCHOOL RESPONSE

Attendance to Date

This absence request is Authorised Unauthorised

If unauthorised, this is because:

- The School feels that this absence will affect the child's attendance and/or progress
- The School does not authorise absence for family holidays or family events / outings
- The reasons you have stated are not considered to be exceptional or could be avoided during term time
- The absence falls at a time at which no pupil absence is authorised by the School, e.g National tests



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THE LAW

The law makes it clear that parents are legally responsible for ensuring that their children attend school on 190 days of the school year from 5 years of age. Legislation (2013) also states that schools are not permitted to authorise pupil absence from school except in exceptional circumstances which does not include family holidays taken during term time. The law makes provision for schools to take action against parents whose children do not attend school or choose to take their children out of school for family holidays during term time.

LEAVE OF ABSENCE

Parents may apply for LEAVE OF ABSENCE for their child. In doing so, parents declare:

- their understanding of the school's aims as set out above
- their understanding of the law with regard to pupil absence
- their understanding that should parents take their children out of school during term time following a request that has been denied that they may face a penalty notice as described below

PENALTY NOTICE

Should parents take their child(ren) out of school following a request for leave of absence which has been denied by the school, the school has the right to request that the Local Authority issue a Penalty Notice for each child and that this Penalty Notice will be £120 (per parent per child) if paid within 28 days or £60 if paid within 21 days and that payment of this Penalty Notice discharges the parents from the offence committed.