This form is applicable for all students in Years 7 – 11

APPLICATION FOR LEAVE OF ABSENCE FROM
SAINT AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL

It is a legal requirement for parents and carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave during 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 (£160 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents and carers should complete this form and return it to school (f.a.o. Attendance and Family Liaison Officer) for consideration well in advance of the proposed leave and before committing to any expense. Evidence must be provided to demonstrate that this is an exceptional circumstance. All available evidence must be submitted at this point. Any evidence provided at a later date may not be considered. The Headteacher will make a decision as to whether to authorise the absence, being mindful of governments regulations and LA guidance. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Attendance and Family Liaison Officer (acting on behalf of the Headteacher) will contact you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

PARENT'S AND CARER'S SECTION (NB application must come from the parent/carer with whom the child normally resides)

(Please attach additional sheets if necessary)

Surname of child:		First name of child:	
Date of birth:		Year and Form Group:	
Surname of Parent/Carer:		First name of Parent/Carer:	
Relationship To child:		Are there any siblings applying for leave?	

Home address	
Postcode	
Telephone number:	
Emergency UK Telephone number And contact name:	
Other emergency contact details if leave is outside the UK.	

Please provide information regarding exceptional circumstances supporting this application for leave. Please continue on a separate sheet, if necessary.

First date of absence:		last date of absence:		Number of school days:	

Employer Details
If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name

Address

Telephone No.

Parent/Carer's signature:………………………………….. **Date of application**:………………………..

ADDITIONAL FACTORS FOR CONSIDERATION

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The DfE expects that all parent/carers ensure their child/children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION

Date application received:…………………………………………….. Pupil % attendance………………………….

Contact with parent(s) …………………………………………… STAR ethnicity code……………………...……

About the request (please circle)

Gender of child	Male	Female
Leave request approved?	**Yes**	**No**
Parent/carer's informed of potential consequences of taking unauthorised leave?	**Yes**	**No**
Is leave in excess of 10 sessions?	**Yes**	**No**
Parent/carer's informed of potential consequences of failure to return on due date?	**Yes**	**No**

Reason(s) for decision

Number of previous applications granted:

Headteacher signature: …………………………………………….…... **Date**………………………………

A copy of this completed form should be given to the parent/carer.