

**Little Waltham CEVA Primary School**  
**Application for Leave of Absence from School during term time**  
**(This form consists of two pages)**

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 Head Teacher, acting on behalf of the Governing Body (The Education (Pupil Registration) (England) (Amendment) Regulations 2013). 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. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

**Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

Dear Headteacher,

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

**Child's full name:**

**Child's Date of Birth:**

**Year Group:**

**Class/Reg:**

**Child's full address and postcode:**

**First date of absence:**

**Last date of absence:**

**Date of return to school:**

**Number of school days absent:**

**If returning in time for lunch, is a school dinner required: YES / NO (please circle)**

**Reason for request** (please give full details, further details can be attached to this form):

**FULL name of person making request:**

**Relationship to child:**

**Full address and postcode (if different from child's above):**

**If child above does not reside with you, does the resident parent agree with this application:**

**YES / NO (please circle)**

**Signature of parent/carer with whom child resides:**

**Date of signature:**

**If you have a child/ren at another school/s, please detail their names and which school/s they attend in full below:**

# **Little Waltham CEVA Primary School – School Office Use Only**

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

School to complete the below, keeping the originals, returning copies of both pages together with the appropriate letter on Infolink, by first class post, separately to both parents / carers / those with parental responsibility (where appropriate / applicable), ensuring address information etc. is accurate. Schools must follow their own GDPR guidance and safeguarding measures.

**Childs Forename and Surname:**

**Child's Date of Birth:**

**Child's Year Group:**

**Child's Class / Reg:**

**Dear (insert parents Title, full forename, and surname):**

**Dear (insert parents Title, full forename, and surname):**

**Re: Application for Leave of Absence from School during term time**

**Date of application received:**

**Date of response from school:**

**Percentage attendance year to date:**

**Number of sessions absence this academic year:**

**Number of which are authorised**

**Number of which are unauthorised**

**Have the family of this child been issued with a Penalty Notice in the previous twelve calendar months, if yes please state how many:**

**YES / NO (please circle)**

**Total in previous twelve calendar months (please note if applicable):**

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

**Authorised (number of sessions absent authorised):**

**Unauthorised (number of sessions absent unauthorised):**

**This is for the reason stated below:**

**Headteacher Name:**

**Headteacher signature:**

**Date:**