

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL FOR AN ANNUAL FAMILY HOLIDAY**

**Important Information For Parents/Carers**

- There is no automatic right to absence for a family holiday.
- Requests for leave of absence should be sent to the school **no less than** 6 weeks prior to the start of the holiday
- Authorisation during SATs, GCSEs (including Mock Exams) and in the first half term of any new school placement **cannot** be granted
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with a senior member of staff to look at options for ensuring continuity of education
- This form **MUST** be completed by the resident parent/carer (s) before requests will be considered

I wish to apply for leave of absence from school to be granted to:

Name of Child..... Form Group.....

Dates of Proposed Absence: From..... To:.....

Reason for Proposed Absence (please tick the appropriate box (see guidance on reverse) and provide necessary evidence where requested)

a) Holiday dates imposed by parent's employer (please provide written evidence)

b) Unexpected special family circumstances (please make an appointment to see a member of staff to discuss)

c) Request for Extended Leave due to special circumstances (please make an appointment to see the Head Teacher)

Total Days Requested On This Occasion

Total Days Taken Previously This Academic Year

Signature of Parent/Carer.....

**For School Use Only**

Timetable Checked?  Form Tutor Consulted?

Previous Holiday Checked?  Attendance %?

Interview Offered to Parent/Carer? Y/N Date:.....

Authorised? Y/N .....Head Teacher. Date:.....

**The Education (Pupil Registration) (England) Regulations 2006 state:**

- Regulation 7 (1): Leave of Absence **may only be granted** by a person authorised in that behalf by the proprietor of the school.
- Regulation 7 (3): A pupil may be granted leave of absence from the school to enable him to go away on holiday where-
- a) an application has been made **in advance** to the proprietor **by the parent with whom the pupil normally resides**
  - b) the proprietor, or a person authorised by the proprietor, considers that the leave of absence should be granted due to **the special circumstances** relating to that application
- Regulation 7 (4) **Save in exceptional circumstances**, a pupil shall not be granted more than 10 school days leave of absence in any school year.

**The 2006 DfES Guidance to School on 'Keeping Pupil Registers' states:**

1. Time off school for **family holidays** is not a right. Schools have discretion to allow up to 10 days absence in a school year for a family holiday **if** they believe that the circumstances warrant it.
  - a. Schools **may** agree up to 10 days "holiday leave" in special circumstances such as:
    - for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
    - when a family needs to spend time together to support each other during or after a crisis.
  - b. Holidays which are taken for the following reasons **should not** be authorised:
    - availability of cheap holidays;
    - availability of the desired accommodation;
    - poor weather experienced in school holiday periods; and
    - overlap with beginning or end of term.
  - c. Whilst the application must be made by the parent(s) that the child normally resides with, there is no restriction on who the holiday is taken with. This is a matter for the parent(s) not the school.
  - d. If the local code of practice allows, parents can be given a [penalty notice or prosecuted](#) for unauthorised holidays.