

# APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Sytchampton Governors request that no holidays are taken during term-time.



## Part 1 - School to complete before sending home

Child's name..... Year Group.....

Percentage attendance during last academic year.....Current academic year .....  
(School target is 96.1%)

Absence sessions:	Holiday.....	Holiday.....
	Medical.....	Medical.....
	Illness.....	Illness.....

## Part 2 - Parent/carer to complete

Proposed date(s) of absence:

From.....(first day of absence) to.....(last day of absence)

Holiday destination:..... Number of school sessions absent :.....  
(there are two sessions in each day)

Reasons which make this request an exceptional circumstance:

.....  
.....  
.....

Signature of parent(s)/carer(s)..... Date:.....

## Part 3 - To be completed by the Headteacher

Leave of absence authorised/unauthorised (delete as appropriate)

Comment.....  
.....

Signed..... Date:.....

The 2006 government regulations, due to come into force in September 2013, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. A family holiday is not deemed to be an exceptional circumstance by the government and the threshold of 10 days/20 school sessions has been removed.

This form should be completed by the parent/carer and forwarded to the headteacher not less than four weeks before the planned absence is due to begin.

The reason for the request must be an exceptional circumstance and not just a family holiday.

The school will not authorise any holidays during May or June when final year assessments are taking place.

Should there be any concerns, for example average attendance below 95%, it is unlikely that further absence will be authorised in any circumstances since 10 days is equivalent to 5.2%.

Where the school and parents fail to reach an agreement and the child is then absent from school the absence will be marked as unauthorised.

Parents contemplating holidays or other absences during school time should first discuss the implications with the headteacher before making any commitments especially if the absence is of a lengthy duration.