



APPLICATION FOR LEAVE OF ABSENCE

As a Parent/Carer with whom the child lives, you should complete this form if you are requesting leave of absence during term time. There is **no** entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return. Parents are aware they signed a home/school agreement when their child joined the school, confirming they would not take their child out of school during term time.

Parents should also be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice. Normally a student would not be granted more than 10 days of absence in any academic year. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

We are asked to WARN you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £50, rising to £100 if not paid within 28 days (Anti-Social Behaviour Act 2004).

Please email the completed form to office@williamperkin.org.uk **no less than 4 (four) weeks before** the date when you want the period of absence to start.

Name of Student:		Tutor Group:
Address:		
Telephone Number:	Name of Parent/Carer:	
Destination:		
Reason for Applying for Leave of Absence:		
Proposed Date of Departure:	Return Date:	
Total Number of School Day Absences Applied For:		
Signature of Parent/Carer		Date:

For Office Use

Signed Attendance Officer:

Signed Head of Year:

To be Completed by The Headteacher

<p>Your request for leave of absence for your child</p> <p>(Tutor group) between the dates: - and</p> <p>(number of school days) is authorised/not authorised.</p> <p>Your child will be expected to return to school no later than at 8.00am.</p> <p>Signed: Headteacher</p> <p>Date:</p>
