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| |  | | --- | | **St George’s School**  **Application for Leave of Absence during Term Time** | |  |

**Please remember that taking your child out of school during term time may negatively impact your child’s academic progress.** Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide full details of the special circumstances relating to your application below and attach any supporting evidence.

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| **A. Pupil Details** | |  | |
| Name/s of pupils: |  | DoB: |  |
| Address: |  |  | |
| Class |  |  | |

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| Please give details of siblings at other schools also requesting leave: |  |  |

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| **B. Leave of Absence Request Details** | | | | | | | |
| Start date of requested leave: | |  | | End date: | | |  |
| Return to school date: | |  | | No. of days: | | |  |
| Are there exceptional circumstances for your leave of absence request that you wish the school to consider? Please use an extra sheet to continue if needed. | | | | | | | |
| Name of parent / carer (print): | | |  | | | | |
| Signature: |  | | | | Date: |  | |

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| **C. For School Use** | | | | |  |
| Current attendance %: | |  | | |  |
| Previous LOA this academic year: | |  | | |  |
| Does the LOA request time coincide with SATS / other examination periods: | |  | | |  |
| Any mitigating / aggravating circumstances (Including any ongoing medical issues): | |  | | |  |
| Attendance Code to be used for LOA | |  | | |  |
|  | | | | | |  |  |
| **D. Response to Parent/Guardian** | | | | | |
| Is the LOA approved?: | | **YES** | |  | **NO** |
| If **YES** - Number of days to be authorised for this LOA application: | | | |  |  |
| Signature of Head Teacher: |  | | Date: | |  |
| Note from Headteacher: | | | | | |

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### NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. Permission **must** be sought in **advance.** If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

**Warning**: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £1,000.

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child’s attendance drops below a level that the school deems acceptable.

**Please read the Local Authority leaflet, on our website, which explains Penalty Notices issued for unauthorised Leave of Absence during term time.**

**Head Teachers are only allowed to grant leave of absence from school in exceptional circumstances**.

The decision as to whether any request is considered as ‘exceptional circumstances’ rests solely with the Head Teacher.

The fundamental principles for defining ‘exceptional’ are **rare, significant, unavoidable and short**. ‘Unavoidable’ should be taken to mean an event that could not reasonably be scheduled at another time.

Exceptional circumstances are **one off events which are unavoidable**, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance, attending a close family member’s wedding, or a holiday to coincide with active service members R&R whilst on deployment.

In considering whether or not to authorise a request for exceptional leave of absence in term time, the Head Teacher will look at each individual case and only grant authorisation if the circumstances are truly exceptional.

If you choose to take your child out of school during term time, a leave request form should be completed, these are available from the school office.

**Leave of absence form**

Any request should be made prior to the leave of absence and should be submitted to the school using the Request for Leave of Absence form.  Parents/Carers may be asked to provide additional information/evidence or meet with the school to discuss the circumstances. If you are unable to print and complete the form, paper copies are available, on request, from the school office.