

Application for Pupil Leave of Absence from School



The Head Teacher will consider the impact of the proposed absence on the learning and progress of the student, as well as the nature of the trip (an exceptional educational experience for example) whilst deciding whether to authorize it. Please refer to the information on the back of the form.

Full name of Child(ren).....Class.....

.....Class.....

.....Class.....

.....Class.....

I request permission for my son / daughter to be absent from school on the following dates:

From: To:

Reason for application (Please give sufficient detail to inform decision making.)

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.....
.....

Signature of Parent(s) / Carer(s)

Date.....

Office Use only

Authorised / unauthorised.....

Signature..... Date:

Actions.....

Received in Attendance office.....

Date.....

HOLIDAYS IN TERM TIME

STOP – PAUSE – THINK

About the effect holidays in term time has on your child!

Holidays taken during the school term are extremely disruptive for both pupils and teaching staff and we strongly recommend that they should be avoided.

It is at the discretion of the Head Teacher and the Governing body whether such leave will be granted and holidays in term time cannot be authorized unless under exceptional circumstances.

Whilst it is recognised that there are exceptional circumstances when leave may be requested, parents are asked to carefully consider the effects upon their children in respect of learning and relationships.

If leave of absence is to be requested parents must complete an application form in advance of the holiday.

Leave of absence will not be granted retrospectively. If request has been refused by the Head Teacher and the parents proceed with the absence, this will be recorded as unauthorised. The Education and Attendance Team be informed if the absence meets the national thresholds. In this instance the local Authority may serve a fixed Penalty Notice. Further information and guidance can be found on the Nottinghamshire County Council website.