APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE FORM

HEATHLAND SCHOOL

Name of Child/ren (*please print*):	
Class/Classes:	
Full name of parent (carer) *(please print)*:	
Address:	
Telephone Number:	**Emergency Contact number:**
Destination:	**Length of absence (school days):**
Destination Address:	
Please note: If going abroad you must provide a copy of your flight tickets	
First day of absence from school:	**Date due back in school:**
Reason/Circumstance: ***Continue on a separate sheet if necessary:***	

I have read and understood the guidance overleaf. I understand that if this absence is not agreed and I choose to proceed, then I may be subject to a penalty notice and risk my child/ren being removed from the school roll.

Parent (Carer) signature:	**Date:**

(Please ensure you are giving at least 14 days notice of the proposed absence)

SCHOOL SECTION

Current percentage attendance	
Decision	**Leave Approved/Refused**
Deputy or Headteacher's signature:	**Date:**
Bromcom & letter sent to Parent	**Date:**

IMPORTANT INFORMATION FOR PARENTS/CARERS

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE FROM HEATHLAND SCHOOL

WHAT THE LAW SAYS

The law requires you to send your child into school every day that the school is open, unless the absence has been authorised by the school.

- You are required under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are ***exceptional*** circumstances.
- In ***all cases*** an application of special leave should be made to the school in ***writing***.
- Parents **do not** have an automatic right to take children out of school during term time. There are 38 weeks in the year when schools are open, and 14 weeks when families can take holidays or visit families oversees etc.
- If the absence is not agreed *or* if your child takes longer leave than the agreed time of absence then the absence will be recorded as unauthorised and the school may take your child off the school roll. This means that your child would no longer have a school place and you would have to apply again for your child to be admitted to a school. It may be difficult to find a place at the school you want when you return.
- You could face a penalty fine of **£80 per child per parent** if payment is made within 21 days or £160 per child per parent if paid after 21 days but within 28 days. These absences are rolling for 3 years, allowing only 2 absences in 3 years before a court referral is made.

WHAT TO CONSIDER

- Absence from school can be damaging. Children can miss out on learning and not reach their potential. Research shows that long breaks from school result in children falling behind in their work, some children never catch up and may not do so well in examinations as a result (e.g. SATS).
- Long periods of absence may create other problems when your child returns to school. This may affect your child's confidence and relationships with teachers and other children at school.