

APPLICATION FOR EXCEPTIONAL LEAVE

St Gregory's Catholic Primary School

Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice if they do so without consent. From 1st September 2013, the law states that **Headteachers may not authorise any leave from school unless there are exceptional reasons.**

Parents wishing to apply for their child to be granted leave from school for **EXCEPTIONAL LEAVE** should complete this form and arrange a meeting with the Headteacher to discuss the reasons for this request.

Upon receipt of a request the Headteacher will make a decision as to whether to authorise the request for **EXCEPTIONAL LEAVE** being mindful of government regulations and LA guidance. The legislation only allows the Headteacher to authorise leave in exceptional circumstances.

PARENTS' SECTION

(Please attach additional sheets if necessary)

Surname of child: First Name of child:

Date of Birth: Year Group:

Surname of parent/carer: First name:

Relationship to child: Are there any siblings applying for leave?

Home address:

Postcode: Telephone number:

Please state why EXCEPTIONAL LEAVE must be taken during term.

Length of absence : Destination:
(number of days in school)

Date of departure: Date due back in school:

Emergency UK telephone contact name and number:

Other emergency contact details, if leave is outside the UK

Employer Details

If you are stating work commitments as a reason for requesting EXCEPTIONAL LEAVE, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name:	
Address	
Telephone:	

Parent/carer's signature:

Date of Application:

FACTORS FOR CONSIDERATION

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 95% or a previously agreed target?
- Has he/she already had leave during term time?
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION:

Date application received:

Pupil's % Attendance:

Date of meeting with parent(s):

SIMS/STAR ethnicity code:

Gender of child:

Male	Female
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About the request:
(Please circle)

Exceptional leave request approved?	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
Is leave in excess of 10 days?	Yes	No
Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:

Date:

Please return a copy of this form to the parent/carer after consideration

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.