



Provost Williams C of E Primary School  
 Sodens Avenue  
 Ryton on Dunsmore  
 Coventry  
 CV8 3FF

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Head of School: Mrs Sherrise Lampé Cullen  
 Executive Headteacher: Mrs Leah Baddeley

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL CHILD IN TERM TIME  
 EXCEPTIONAL CIRCUMSTANCES ONLY**

Schools are only able to authorise absences from school in **exceptional circumstances**. In making a request for an authorised absence from school you will need to explain why the circumstances are **exceptional**.

Please note: There is no general right to authorise absences for a family holiday. If you take your child out of school without permission the absence will be unauthorised and legal action may be considered.

**You are advised not to make any arrangements until your request has been considered.**

<b>Pupil names</b>				
Name		Name		
Name		Name		
<b>I request permission for my child to be absent from school between</b>				
Date of First day		Date of return		Days
<b>Please detail below the reason for exceptional absence from school</b>				

*Please note: Parents do not have any legal entitlement to take their child on holiday during term time*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Resident Parent/Carer)

Print Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

I have also applied for siblings leave of absence from: \_\_\_\_\_  
 (School/School)

**Important Information for Parents/Carers**

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
- Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Failure to make a request for a Leave of absence in advance do so will result in the absence being recorded as unauthorised

**Department of Education and Government Guidance state:**

Head Teachers **shall not grant any** leave of absence during term time **unless:**

A) *An application has been made in advance, by the parent with whom the child normally resides*

**AND**

B) *They consider there to be exceptional circumstances relating to the application.*

The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

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- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
  - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
  - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.
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**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***

Current attendance	%		
Previous leave checked	Yes		No
SIMS			
Outcome of request	Authorised		Declined
Reason for decision			
Parent/Carer informed			
Signed:		Head Teacher	