

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested.

Parents/carers must obtain the school's permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment, proof will be required of this
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company and produced at the time of making the application for leave of absence
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.

Please note: Headteachers would not be expected to class any term time holiday as exceptional, the new legislation deems all holidays taken in term time to be classed as unauthorised leave.

The decision of the Headteacher is final.

Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences. Please refer to the new guidance material that school sent out to all parents. Leave over 15 days can now prompt a court prosecution, and multiple holidays taken within the three year period will result in the fines increasing each time and court prosecution, please see the attendance legislation for further details.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education, and that no holiday in term time will be authorised under this new attendance legislation.



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Name of pupil(s):

Class(es):

I request permission for my child to be absent from school

From.....To.....

Total school days.....

Exceptional circumstances for request: (this section must be answered in full and against stated criteria)

Signature of parent/carer.....Date.....

For school use only

Attendance last year.....

Attendance present year

Previous unauthorised absence.....

Seen by Headteacher (signature).....Date.....

Decision reached.....

Date reply returned.....

Fine issued Y/N If applicable date issued to EWO.....