APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Hampshire Services
HIAS SCHOOL IMPROVEMENT

Important Information for Parents – please read before completing this form

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday or other absence for the purpose of leisure and recreation during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist. Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

I have read the above information and wish to apply for Leave of Absence from school for:

Child's Full Name:	Date of Birth:	Class:

If your child has siblings for whom you are also applying for leave of absence, please provide their names and the schools they attend:

Child's Full Name:	Date of Birth:	School:

Parent Details (please list all parents)

First Name:		Surname	
Relationship to child:		Telephone number:	
Address and postcode:			
First Name:		Surname:	
Relationship to child:		Telephone number:	
Address and postcode:			

Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	

Please provide the reason for this request including supporting evidence:

Please read the following statement and sign to indicate you understand this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.

Signed:		Full name:		Date:	
Signed:		Full name:		Date:	

To be completed by the school:

Date request received by the school:		Total number of days requested:	

Child's Name:	Current % Attendance	Application Authorised or Declined?

Reason for school's decision:	
Headteacher:	
Signed:		Date:	

Hampshire County Council