



Applications for leave of absence

Guidelines

Herrick Primary School is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**.
2. If permission is granted, photocopies of airline or travel tickets will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return.
5. **The decision made by the school is final.**

Please note

If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21days), or, your case will be referred by the Local Authority directly to the Magistrates' Court.



Application Form - Pupil's Leave of Absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to the school at least two weeks before you plan to leave. Please complete all sections of the form. A reply will be sent to you when the Head teacher has considered the application to let you know if the absence has been authorised.

Please do not book any flight tickets etc until you have received confirmation from school that leave has been authorised.

Name of student/s:		Class:
First day of absence:	Date of return to school:	
Date submitted to school:	Total school days requested:	

Reason for request: _____

Destination address: _____

Date you plan to travel: _____. Date you plan to return: _____

(Please note the application will not be considered without all the above information).

We request details of someone to be a point of contact. This person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact: _____ Tel No: _____

Address: _____ Mobile: _____

I confirm that I have read and understood the information above and the guidelines (see over).

Signed: _____ parent/guardian Date: _____

Print name: _____ Contact No: _____

School to complete		Date form received:
Previous Absences:	YES / NO	Dates & reason:
% Attendance:	Last academic year:	Current:

Leave requested:	Authorised	NOT authorised	Penalty Notice YES/NO
Signed: _____ Headteacher		Date: _____	