



Nayland Primary School

Bear Street, Nayland, Nr Colchester, Essex CO6 4HY

Telephone: 01206 262348

E-mail: head@nayland.suffolk.sch.uk

Website: www.naylandschool.com

Headteacher: Miss R N Delaney B.Ed. M.Ed.

LEAVE OF ABSENCE IN TERM TIME REQUEST

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools must consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

This form should be fully completed **by the parent with whom the child normally resides** and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the headteacher (or delegated person) will decide whether to approve the request, bearing in mind the current regulations and government guidance.

FACTORS FOR CONSIDERATION

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? eg SATS
- Is his/her attendance already below 90% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year?
- Does he/she have any absences which have been recorded as unauthorised this year?

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 of parent/carer:

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

Home address:

Postcode: Telephone number:

Please state why leave must be taken during term time instead of during school holiday periods

Length of absence: (no. of days off school) Destination:

Date of departure: Date due back in school:

Emergency UK telephone contact number 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 leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>

Parent/carer's signature: Date of application:

SCHOOL SECTION

Date application received: Pupil's % Attendance: Date discussed with parents (if applicable):

Leave request approved?	Yes	No
Leave of 10 sessions or more?	Yes	No

Reason(s) for decision:

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.