

## **Parental Request Form for Leave of Absence for the Purpose of a Family Holiday**

Relevant Legislation: Statutory Instrument 2006 No. 1751  
The Education (Pupil Registration) (England) Regulations 2006  
Regulation 7: Leave of Absence (Amendment) Regulation 2013  
Relevant DFES Guidance 'Keeping Pupil Registers' September 2006

The Education (Pupil Registration 2006) (England) (Amendment) Regulation 2013 make it clear that Head teachers/Principal's may not grant any leave of absence during term time unless there are exceptional circumstances.

Leave of absence may only be granted by Principal: Mr K Rowlands BA Hons.  
A pupil may be granted leave of absence to enable him/her to go on holiday where:

An application has been made in advance to the Academy by a parent with whom the child normally resides and the Principal considers that leave of absence should be granted due to the special circumstances relating to that application.

Supply any evidence you wish to be considered with the request, this will assist in the decision process.

When considering a request the school should take into account:

- The amount of time requested
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of SATs and public examinations
- Length of the proposed leave
- Pupil's ability to catch up the work
- Pupil's educational needs/attainment cf. potential
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity
- When the request was made

If a request is refused, and the child does not attend school the absence will be Unauthorised.

The Education Welfare Service will be informed of Unauthorised Absences relating to requests for leave of absence and will take appropriate action, which could include a Penalty Notice of prosecution.

Please make an appointment to discuss your request for Leave of Absence before you book your holiday.



### Student Details

Student's Surname:	First Name:
Middle Name:	Tutor Group:
Address:	Contact Number:

I would like to request that the above pupil is given Leave of Absence from school for the purpose of a holiday

From: \_\_\_\_\_ To: \_\_\_\_\_ (Please give dates)

Total number of day's pupil would be absent from school: \_\_\_\_\_ days.

Name of Parent/Guardian's with whom child resides: \_\_\_\_\_

Signatures of Parent/Guardian with whom child resides: \_\_\_\_\_

(Parent: please keep Page 1 and complete and return Page 2 to the Academy as soon as possible)

#### **Please Consider the Following Facts:**

A pupil who takes 10 days holiday during one whole Academic year will only attain 94.7% attendance

There is a strong link between the amount of absence and the results/qualifications that a pupil achieves.

Every lesson matters – Children who have time off often find it difficult to catch up and do well at school.

Research suggests that just 17 days missed from school equates to a GCSE grade.

**Source: DCSF**