



# LANCHESTER E.P. PRIMARY SCHOOL



## Application for Leave of Absence during Term Time

### PUPIL DETAILS

|             |  |                |  |
|-------------|--|----------------|--|
| Name:       |  | Date of Birth: |  |
| Address:    |  |                |  |
| Year Group: |  |                |  |

### LEAVE OF ABSENCE REQUEST DETAILS

|                                |  |              |  |
|--------------------------------|--|--------------|--|
| Start date of requested leave: |  | End date:    |  |
| Return to school date:         |  | No. of days: |  |

What are the **exceptional circumstances** for your leave of absence request that you wish the school to consider?

|                               |  |       |  |
|-------------------------------|--|-------|--|
| Name of parent/carer (print): |  |       |  |
| Signature:                    |  | Date: |  |

### For School Use

|  |            |   |  |
|--|------------|---|--|
| Current attendance %:  |            |   |  |
| Previous LOA request this academic year:                           |            |   |  |
| Any mitigating circumstances:                                      |            |   |  |
| Child's current progress on target?                                |            |   |  |
| Is the LOA approved?   | <b>YES</b> | <b>NO</b>                               |  |
| If LOA is not approved, reasons why:                               |            |   |  |
| If YES - number of days to be authorised for this LOA application: |            | *Register Code be to used for this LOA: |  |
| Signature of Headteacher:  |            | Date:                                   |  |



Dear Parent/Carer,

**Leave of Absence Application Form:**

Please find overleaf an application form for leave of absence during term time. You should complete parts A and B, leaving part C blank for school use only.

**New Regulations around Leave of Absence:**

When making an application for leave of absence during term time, please be aware that from 1<sup>st</sup> September 2013, Head Teachers are not able to grant leave of absence during term time unless there are exceptional circumstances due to a change in the regulations. The application form overleaf therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional'.

**Leave of Absence Authorisation:**

Following the submission of your application, you will be notified as soon as possible of the school's decision. Parents/carers should be aware that if your requested leave of absence is not authorised, but you still take your child out of school or you keep your child away from school for a longer time than authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

If you have any questions at all about this process, please do not hesitate to contact me at school.

Yours sincerely,

Mrs Jane Davis  
(Head Teacher)