

# St John's Application for Leave of Absence from School



Dear Parent

## **Please consider the following before submitting your request for leave:**

In line with amendments to the Education [Pupil Registration] [England] Regulations 2006, from September 2013, the school cannot grant any leave of absence during term time unless there are exceptional circumstances; holiday requests do not fall into this category and will not be approved as authorised absence.

Our Local Authority has issued us with the following guidance:

*Dorset County Council Children's Services Directorate, fully supports schools in expecting parents and carers to make sure that children and young people attend school on a regular basis. Any time away from school can have a significant impact on educational attainment, success in after life and longer term health and well-being. Dorset County Council will be supporting all schools in ensuring the law is upheld. In law, parents and carers are committing an offence if they fail to ensure the regular punctual attendance of their children at school. Therefore any unauthorised absence, such as taking holidays in term time, can result in a Penalty Notice. Failure to pay a Penalty Notice may result in a criminal conviction and a fine in the Magistrates Court.*

If, after carefully considering all of the above, you still wish to request permission for your child to be absent from school, please complete all the details and submit the application with a covering letter and any supporting documents. Please note that your application will not be considered unless a letter is provided.

Yours sincerely  
Miss Prince Head Teacher

## **APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

**Name of child/ren:**

**Class:**

.....  
.....  
.....

I request leave of absence from school for the above names child(ren) for the period as follows:

First day of absence: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

Last day of absence: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

I enclose a covering letter with this application, explaining why this absence can only be arranged during term time.

The number of **sessions** I am requesting on this application is:  (Sessions are half days. 1 day = 2 sessions)

Signed .....[ Parent / Guardian]

Date .....

## **Office use only: APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

**Name of child/ren:**

**Class:**

**Current attendance:**

.....  
.....  
.....

**Code:**

**Reason:**

No. of sessions authorised:

No. of sessions unauthorised:

Total no. of sessions requested to date:



Dear Parent

Thank you for your recent application for your child/ren to be granted leave from school. The letter and application for leave have been considered and the following has been agreed:

Dates authorised:

Total:

Dates not authorised:

Total:

Total no. of sessions requested to date:

Signed ..... [Head Teacher]

Date .....

