



Leave of Absence Request Form (2025-26)

Any leave of absence taken in term time will affect your child's attendance. Please read the notes overleaf before completing this form alongside the academies Attendance Policy (2025-26)

Name of pupil/pupils	Class/Year Group	Attendance 2024-25	Attendance 2025-26

Name of any Sibling(s)	Which school(s) do they attend

Parent(s)/Carer(s) Full Name	DOB	Address & Contact Number

Request for Leave of Absence

Date of first day of holiday	
Date of last day of holiday	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for the request

Signed: _____ Parent/Guardian Date: _____

Has a leave of absence been taken before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Please tick)
Reason for previous leave of absence			

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Authorised</td><td> </td></tr> <tr><td>Not Authorised</td><td> </td></tr> </table>	Authorised		Not Authorised		
Authorised						
Not Authorised						
Date Received _____	Date Processed _____					
Print Name _____	Signature _____					

Notes for Parents

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, when starting a new school and at the start of a new school term.
- Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please complete the application overleaf. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Any absence during term time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or external examinations will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Holidays during term time will not be authorised and an Education Penalty Notice may be issued from the Local Authority. The Law states that the provision for Headteachers to authorise absence solely for the purpose of a family holiday is not considered an exceptional circumstance.

If your child has absence marked as unauthorised, you may be issued with a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance. It should be noted that Parents/Carers would be at risk of a Penalty Notice for each child of the family with a period of unauthorised absence from school.

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

(Section 576 Education Act 1996: Definition of a Parent)

PENALTY NOTICES FOR UNAUTHORISED HOLIDAYS DURING TERM TIME Section 23 of the Antisocial Behavioural Act 2003, brought into force powers to Local Authorities Officers, Headteacher and the Police to issue Penalty Notices in unauthorised absences for school