



**Foundry  
Lane**  
Primary School

[www.foundrylaneprimary.co.uk](http://www.foundrylaneprimary.co.uk)

## **APPLICATION FOR LEAVE OF ABSENCE FOR PUPILS DURING TERM TIME**

The schools within Gateway Trust have agreed that full attendance and punctuality are essential for all children to enable them to reach their full potential in all aspects of life.

Parents have a legal duty to ensure regular and punctual attendance by their child at school.

Under the current law no absence from school will be authorised, except in exceptional circumstances at the Headteacher's discretion. No holidays will therefore be authorised, regardless of a child's level of attendance.

Please note the following:

- Applications should be made at least three weeks in advance.
- Parents are strongly advised to apply for leave of absence before they confirm their arrangements.
- Any requests for leave of absence that are not granted, but subsequently taken, will result in the absence being recorded as unauthorised.
- Unauthorised absence may result in the issue of a Notice to Improve or Penalty Notice to each parent, for each child absent.
- Unauthorised absence may result in a referral to the Education Welfare Service and can lead to prosecution.
- The Headteacher will notify you of a decision within 10 days of the receipt of this form.
- A separate application must be made to each of the schools your children attend.

A copy of the School Attendance Policy can be obtained from the school office and includes the arrangements for term-time leave of absence in more detail.