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Foundry Lane Primary School

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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.

FURTHER INFORMATION FOR REQUEST FOR LEAVE OF ABSENCE

Full name, address and telephone contact number for the person/people who are actually travelling with your child?	
Why is travel scheduled during term-time?	
Have you considered travelling during school holidays?	
If you are unable to travel during the school holidays **please provide evidence of reason for travel. Eg: Medical appointment, Invitations, Employers Letter etc with this application**	
Can you provide evidence of travel including return journey? If yes, please provide with this application	
Have you kept the period of absence to a minimum?	

Foundry Lane Primary School
Leave of Absence Application Form

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing.

Applications should be received at least three weeks in advance to allow consideration

Please complete al sections of the form

Pupil Information:

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS/TUTOR

Details of siblings at other schools that will be travelling: *(Please note that we may contact these school/s in relation to this application)*
Name of sibling/s: ***Current school/schools:***

I am applying for leave of absence for my child/children
from: **to:**

Total number of school days absent:

Please explain fully the purpose of this absence & why it cannot take place during the 13 out of term time weeks:

Name of City/Country being visited during the leave of absence? *Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.*	

Parent/s email addresses and contact telephone numbers whilst on the leave of absence:	**Email:** **Telephone Number:** **Current Address:**
Has your child had leave of absence in the last 12 months? **If yes, please provide dates/details:**	**Yes/No**

I submit the information above for consideration by the Headteacher:	**Signed:** **Printed:** **Relationship to Pupil:** **Date:**