



Appendix 2

Application form for pupil's leave of absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to the school at least two weeks before you plan to leave. Please complete all sections of the form. A letter will be sent to you when the Headteacher has considered the application to let you know if the absence has been authorised.

Please do not book any flight tickets etc until you have received confirmation from school that leave has been authorised.

Name of student:	Class / Year group
First day of absence:	Date of return to school:
Date of Request/Form Submitted to School:	

I request authorised absence for my above son/daughter for the following reason/s:

.....

.....

Full Destination Address:

.....

.....

Date you plan to travel: Date you plan to return:

(Please note the application will not be considered without all the above information).



We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact:

Address:

Telephone number:

Please provide names of any other children in your family and the school they attend:

.....

I confirm I understand the information above and the guidelines (see over).

Signed: parent/carer

Print name:

Parent/carer's address:
.....

.....Date:

School to complete:

Date form received: _____ Decision: _____

How has parent been informed? _____

Date informed: _____

Name of staff member who informed parent: _____

Applications for leave of absence guidelines

Dovelands Primary School is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**.
2. If permission is granted, photocopies of airline or travel tickets **showing date of booking** will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their child makes up any missed work in his/her **own time** upon return.
5. **The decision made by the school is final.**

Please note

If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid within 21days), or, your case will be referred by the Local Authority directly to the Magistrates' Court.