

**Warwickshire County Council**  
**People Directorate**

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN  
EXCEPTIONAL CIRCUMSTANCES ONLY**

**Important Information for Parents/Carers**

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- It is advised if you have not received notification regarding the leave of absence, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of leave.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides. Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance covering the absence dates in full will result in the absence being recorded as unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school

**Please note: Parents do not have any legal entitlement to take their child on holiday during term time.**

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: \_\_\_\_\_ Form Group: \_\_\_\_\_

First Date of Proposed Absence: \_\_\_\_\_ Last date of Proposed Absence: \_\_\_\_\_

Expected date of return to school: \_\_\_\_\_

Reason for Proposed Absence – please provide reasons to support the application including evidence (they can only be exceptional circumstances) (see overleaf before completing)

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

Total Days Requested On This Occasion

(For siblings) I have also applied to \_\_\_\_\_ School/Academy for leave of absence for \_\_\_\_\_ (Insert child/children's name)

Signature of resident Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For school use only: NAME OF CHILD: \_\_\_\_\_ Date received by school: \_\_\_\_\_**

1<sup>st</sup> date of absence requested by parents: ..... Last date of absence requested by parents: .....

Expected date of return to school (as advised by parents): .....

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Absence Authorised: Yes/No

The reasons for this decision are: .....

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: ..... Date: .....

- **Copy of this completed section should be sent back to parent with letter**

**The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:**

1. Head teachers **shall not grant any** leave of absence during term time **unless:**  
*A) An application has been made in advance, by the parent with whom the child normally resides*

**AND**

- B) They consider there to be exceptional circumstances relating to the application.*
2. The Head teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Head teacher can determine how long an absence should be and any additional absence will not be authorised.

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- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
  - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
  - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

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**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***