



**Application for leave of absence from
school during term time**



Parents/carers considering an application for leave of absence should consider the following:

- Any absence leads to a break in learning. It is hard to catch up on missed work when everyone else has moved on.
- The learning of others is disrupted whilst missed work is having to be re-taught.
- 95% attendance should be the minimum target for every individual (a two week holiday would give an individual only 94.7% attendance).
- 90% attendance is equivalent to:
 - missing half a day every week;
 - missing over four weeks of school in the year;
 - missing half a year out of every five years of school.

Leave of absence will only be authorised in exceptional circumstances, at the discretion of the headteacher.

Full name of child(ren)	Class
Address	
Leave requested from _____ to _____	
Total number of school days _____	
Reason for application: (Continue on reverse if necessary or attach a letter.)	
Signature of parent(s)/carer(s) _____	

For office use only:
Your request for leave of absence has been considered and has been
authorised not authorised
Signature of Headteacher

The following points will be considered before authorising leave:

1. The student's previous attendance history.
2. The student's stage of education.
3. The time of year (examinations).
4. The nature of the trip (an exceptional experience).
5. Whether the parents are restricted in terms of leave from their employer (evidence may be requested by the school).

STUDENT LEAVE OF ABSENCE FROM SCHOOL

In accordance with advice from the Local Authority, the school discourages parents from seeking leave of absence during term time.

Below is the statement of policy for Brundall Primary School:

- No parent can demand leave of absence to be authorised.
- Parents should seek approval for any leave of absence BEFORE making any bookings or payment.
- Applications for leave of absence must be made at least one month in advance of the first day of requested absence.
- The school will not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school examination periods.
- The school is not obliged to provide work for students taking leave of absence but may choose to do so, if requested. The student must catch up with missed work upon their return. It is the responsibility of parents to ensure this work is completed.
- The Local Authority can issue fines for absence taken without authorisation.