

KING EDWARD VI SCHOOL



LEAVE OF ABSENCE APPLICATION FORM

Parents applying for their child to have leave from school should complete this form and return it to school for authorisation well in advance. As a matter of school policy, the Governors have agreed that we will not routinely sanction absence during term time. The effect of such absences is damaging both for students and staff because it disrupts learning. The Government have also made it clear that parents should not normally take their children on holidays in term time and there is no legal right to do so. **Students should attend school every day that it is available.**

In certain circumstances the school may seek advice from the Local Authority. If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who may issue a Penalty Notice. This penalty must be paid in full and is £60 (per parent, per child) if paid within 21 days, doubling to £120 after 21 days. If payment is not made in full within 28 days of issue, the Local Authority may begin legal proceedings. This may lead to a fine to £1,000. All absences, authorised & unauthorised, are transferable between schools and remain on a student's record.

Name of student					
Year, Tutor Group & College					
Date of birth					
Name of Parent / Carer:					
Address of student:					
Telephone number:					
Date requested from		Date requested to		Total number of school days	
Name and school of student's sibling(s):					
Reason for taking a holiday/requesting time off during term					
Did (s)he have leave of absence during term-time in the previous school year?					Yes / No
Parent's/Carer's signature:			Date:		
Attendance:					
Signature of Deputy Head:			Date:		
Agreed - special circumstances			[]		
Not Authorised			[]		
Signature of Headteacher:			Date:		
For office use only:					
Penalty Notice to be sent - YES / NO					