



GORSEWOOD PRIMARY SCHOOL - LEAVE OF ABSENCE REQUEST FORM

Gorsewood Primary School does not routinely give permission for family holidays or time off in term time. Parents/carers do not have any legal entitlement to take their child on holiday during term time.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances include taking part in a regulated performance/event, a temporary, time-limited part-time timetable or exceptional circumstances.

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. In all cases parents/carers will be required to justify why the leave needs to be taken during term time.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Pupils with 95% and below attendance (over 38 week period) may not be authorised even in exceptional circumstances

This form must be completed and signed by the Headteacher **BEFORE** the leave of absence. Please note permission will **NOT** be granted during exam periods.

I wish to apply for a leave of absence for the following pupil/s:

Name/s	DOB	Class
1.		
2.		

Leave of absence dates:

From (First day of absence)	To (Last day of absence)	Total Days

Reason for absence:

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All adults with Parental Responsibility in the household (this includes mother, father, step-parent or guardian):

Name/s	Address	DOB	Telephone No
1.			
2.			

I/We understand that keeping my/our child(ren) off school if this Leave of Absence Request is not granted will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued by the Local Authority for the non-attendance of my/our child(ren) at school.

I/We understand that a Penalty Notice will be issued to each person with parental responsibility as below:

- The cost of each penalty notice will now increase for any unauthorised absences to £160 (£80 if paid within 21 days) for the first absence.
- If there is a second period of unauthorised absence within a rolling three year period the penalty notice amount will automatically be set at the £160 (with no reduction for early payment).
- For any third unauthorised absence in the rolling three year period there will be no penalty notice but there will be a prosecution.

I/We understand that if the Penalty Notice is not paid in the specified time frame that I/we are at risk of prosecution under Section 444(1) of the Education Act 1996.

Parent/Carer Signature: _____ Date: _____

TO BE COMPLETED BY SCHOOL

Application for leave of absence during term time has been considered and the outcome is:

☐ LEAVE OF ABSENCE AUTHORISED ☐ LEAVE OF ABSENCE NOT AUTHORISED

Headteacher Signature: _____ Date: _____

Previous leave of absences:

Dates	Total Days	Auth/Unauth	Current Attend

**Copy of completed form to be returned to parent/carer*