



### Application for Leave of Absence

Please complete the form attached and return it to the Principal for any application for leave of absence during term time.

We will return your form, with the information overleaf completed by our Principal.

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Head Teachers may not grant any leave of absence during term-time unless there are exceptional circumstances.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their children do not take unnecessary time off school.

Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

More details can be found in our Attendance Policy – available on the Carr Lodge website.

This form must be returned 14 days prior to the absence requested.

#### Child's Details

Pupil 1 Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil 2 Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil 3 Name (in full):		Date of Birth:	
Address (inc Post Code):			

#### Parent/Guardian Details

Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			

**Reason for the Request:**

First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	

**Head Teacher's Decision: Please tick appropriately:**

Unauthorised

Absence unauthorised, not approved by school in line with government guidance. **May incur a Fixed Penalty Notice fine.**

Unauthorised

Absence unauthorised, in line with government guidance but **no Fixed Penalty Notice issued** as pupil is not yet of compulsory school age.

Authorised

Absence authorised, in line with government guidance, **due to specified exceptional circumstances.**

Signature of Head Teacher:		Date:	
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OFFICE USE ONLY – PUPIL 1	
Age:	%:
Added on SIMs:	
Principal auth:	
Amend on SIMs:	
Response sent:	
Scanned to pupil file:	

OFFICE USE ONLY – PUPIL 2	
Age:	%:
Added on SIMs:	
Principal auth:	
Amend on SIMs:	
Response sent:	
Scanned to pupil file:	

OFFICE USE ONLY – PUPIL 3	
Age:	%:
Added on SIMs:	
Principal auth:	
Amend on SIMs:	
Response sent:	
Scanned to pupil file:	