

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL



**Beaumont
Primary
School**

A Learning Community Partnership

The Department for Education have made it clear that Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances (e.g. medical, family bereavement). Therefore, applications for leave for family holidays will not be granted.

The Governing Body of Beaumont Primary School do not wish to impose fines; however, they reserve the right to notify the Local Authority where absence is taken without authorisation.

Before authorising leave the Headteacher will consider:

- The child's current attendance record, including punctuality
- The age of the child (children aged 5 – 16 are legally required to attend school)
- The child's stage of education, especially if they are in Year 6
- If previous requests have been made within the same school year for leave
- If the pupil's work and conduct are of acceptable standard
- The nature of the leave of absence (only exceptional circumstances will be authorised)

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|--|--------------|
| Full name of child: _____ | Class: _____ |
| Address : _____ | |
| Date of absence: From _____ Date of return to school _____ | |
| Reason for request: _____ | |
| Signature of parents / carers: _____ Date: _____ | |

LEAVE OF ABSENCE

Dear Parent / Carer

Thank you for the completed application for leave of absence for _____

Your child's absence has been authorised for ____ days (____ sessions) under exceptional circumstances.

Your child's absence has not been authorised for ____ days (____ sessions) for the reasons listed above. I must inform you that, according to local legislation, if you decide to take your child away without the consent of the school, you may receive a penalty notice of £60 per parent, per child, from the Education Welfare Service.

Signature of Headteacher: _____ Date: _____

For Office Use: Current year _____ % attendance

Previous year _____ % attendance