



Application for Leave of Absence from School during Term Time

Leave of absence from school during term time may only be approved by a person authorised to do so by the proprietor of the school. At St Martin's, the person authorised to approve leave of absence from school during term time is the Executive Headteacher and agreement to each request is at the discretion of the Executive Headteacher, acting on behalf of the Discovery Educational Trust Board (The Education (Pupil Registration) (England) (Amendment) Regulations 2013).

Taking your child out of school during term time could be detrimental to their educational progress.

THERE IS NO ENTITLEMENT for parents/carers to take a child out of school during term time.

However, you may apply to the school for leave of absence in exceptional circumstances.

If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority, which may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent/carer for each child taken out of school.

Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority, which may, again, issue a Penalty Notice, as above.

Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or have been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

Dear Executive Headteacher

I would like to request permission for leave of absence during term time for my child, a pupil registered at your school, for the reasons detailed below (further information can be attached if required).

Child's Full Name		Date of Birth	
Year Group		Form	
Child's Full Address and Postcode			

First Date of Absence		Last Date of Absence	
Date of Return to School		Number of School Days Absent	
If returning in time for lunch, is a school dinner required? Please tick.	Yes	No	

Reason for request (please give full details - further details can be attached to this form)



Full Name of Person Making Request		Relationship to Child	
Full Address and Postcode (if different from the child's address)			
If the child does not reside with you, does the resident parent/carer agree with this application? Please tick.		Yes	No
Signature of parent/carer with whom the child resides			
Date of signature			

If you have a child or children at another school(s), please detail their names and which school(s) they attend:			
Child's Full Name		School	
Child's Full Name		School	
Child's Full Name		School	