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**Application for Leave of Absence from School during term time**

Dear Headteacher,

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

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| **Pupil’s full name** |  |
| **Pupil’s Date of Birth** |  |
| **Year Group** |  |
| **Class / Registration** |  |
| **Pupil’s full address and postcode** |  |

|  |  |
| --- | --- |
| **First date of absence** |  |
| **Last date of absence** |  |
| **Date of return to school** |  |
| **Number of school days absent** |  |

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| Please be aware, as per our school’s attendance policy and the Essex published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states permission can only be granted if:1. An application has been made in advance by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher. |

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| **Reason for request** **including why you believe your circumstances to be exceptional**(Further details may be attached to this form)  |
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| **If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below** |
| **Pupil’s name, name of school and school telephone number:** |
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| --- | --- |
| **Full name of person making request** (note requests must be made by a parent who the pupil normally lives with) |  |
| **Relationship to child** |  |
| **Email address** |  |
| **Full address and postcode** (if different from child’s above) |  |
| **Signature** |  |
| **Date** |  |

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**School Response**

**School to complete the below, keeping the originals, returning copies of all pages together with the appropriate letter on Infolink, to all parents**

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| **Dear** | (Insert parent title, forename, and surname) |
| **Copy sent to**  | (Insert parent title, forename, and surname) |

**Re: Application for Leave of Absence from School during term time**

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| **Date of response from school** |  |
| **Date application received by school** |  |

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| --- | --- |
| **Pupil’s full name** |  |
| **Pupil’s Date of Birth** |  |
| **Year Group, Class / Registration** |  |
| **Pupil’s full address and postcode** |  |
| **Pupil’s percentage attendance year to date** |  |
| **Number of sessions absent this academic year (total)** |  |
| **Number of which are authorised** |  |
| **Number of which are unauthorised** |  |

|  |  |
| --- | --- |
| **Has this pupil had any previously recorded unauthorised leave of absence?** |  |
| **Was a Penalty Notice Fine requested as a result?** |  |
| **Are you aware of any Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?** |  |

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| **School response to parent/s request for leave of absence** |
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| --- | --- |
| **Number of requested sessions authorised** |  |
| **Number of requested sessions unauthorised** |  |
| **Date pupil required to return to school** |  |

|  |  |
| --- | --- |
| **Headteacher Signature**  |  |
| **Headteacher Name** |  |
| **Date** |  |