

Dear Parent(s)/Carer(s)

APPLICATION FOR TERM TIME LEAVE OF ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I understand that you wish to apply for leave of absence for your child(ren).

The law stipulates that 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'

Headteachers may, *in exceptional circumstances*, grant leave of absence in a school year in accordance with the school policy but parents/carers should not expect such leave to be granted as of right. Indeed, following clarification from the Government recently, it is likely that in most cases headteachers will be unable to authorise leave. I would ask you to consider the following:

- parents/carers do not have a legal entitlement to remove their children from school for family holidays and they cannot themselves authorise absence
- each application is considered individually bearing in mind the age of the child, the nature of the exceptional circumstance, the child's attendance record, any school activities that occur during the period of absence (e.g. examinations), that parents have given at least 2 weeks notice.
- if the school does not agree to the absence and the parent still takes the child out of school the absence must, by law, be regarded as unauthorised
- if the child is absent for longer than the agreed time the extra absence will be recorded as unauthorised absence.
- a pupil who fails to return to school within 10 days of the agreed return date may lose their place at the school unless there is a good reason for the continued absence

Absence from school during term time can seriously disrupt a child's education on a day-to-day basis and students are less prepared, upon their return, for lessons that build on the work they have missed. Your child(ren) may well be expected to attend an after school catch-up club if this is felt necessary by the school.

If you would like to proceed with your application, please complete all sections on the form overleaf and ensure that it is signed by **all** parents/carers who have parental responsibility for the child(ren) and return it to the Attendance and Admissions Officer as soon as possible. We will advise you as soon as we can of the outcome of your application. Incomplete forms will not be considered.

Yours sincerely



Miss C Lehane
Deputy Head

Please see application form overleaf



I have read the letter overleaf and I understand and accept the points contained therein. In particular, I understand that leave of absence may not be granted and that if it is, it will be for no longer than 10 school days. I also understand that any unauthorised absences will be recorded and referred to the Education Welfare Service. I will ensure that my child completes any work missed during the period of absence.

Name of Pupil		Form	Year
Dates of absence for which permission sought:			
Start Date		End Date	
Total Number of days			
Please present your case for taking your child(ren) out of school during term time. (Please provide sufficient information / detail to enable us to make an informed decision. Continue on a separate sheet where necessary.)			
**Signed		Name	Relationship to Child
Date:			
**Signed		Name	Relationship to Child
Date:			

**** This form needs to be signed by **all** parents/carers who have parental responsibility for the child(ren)**

Gilbert Road, Cambridge, CB4 3NY

Executive Headteacher: Nick Harrison

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