

APPLICATION FOR ABSENCE FROM SCHOOL: EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school during term time. **Manor School Sports College strongly discourages leave during term time.** Parents do not have the automatic right to take their children out of school during term time and may be issued with a penalty notice (£60 per parent per child) if they do so without the prior arrangement of the Principal.

Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Upon receipt of a request the Principal will make a decision as to whether to authorise the absence, being mindful of government regulations and guidance. The law only allows the Principal to grant leave in **exceptional circumstances**. By definition, special or exceptional trips should not occur regularly. Therefore requests should not be on an annual basis.

For leave of more than 10 school days in duration, or when the school has concerns about the leave request the Principal or her representative will meet you to discuss your application. Please see overleaf for factors that will be taken into account by the school when considering a request for leave.

PARENTS SECTION (Please attach additional sheets if necessary)

Surname of child	<input type="text"/>	First name of child	<input type="text"/>
Date of birth	<input type="text"/>	Year group	<input type="text"/>
Surname of parent/carer	<input type="text"/>	First name	<input type="text"/>
Relationship to child	<input type="text"/>	Are there any siblings applying for leave	<input type="text"/>
Home address	<input type="text"/>		
Post code	<input type="text"/>	Telephone number	<input type="text"/>
Please state why leave must be taken during term time instead of during school holiday periods	<input type="text"/>		
Length of absence	<input type="text"/>	Destination	<input type="text"/>
Date of departure	<input type="text"/>	Date due back in to school	<input type="text"/>

Employer details (If you are stating work commitments as a reasons for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays)	Name
	Address
	Telephone

Parent/carer's signature		Date of application	
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Student's % attendance

FACTORS FOR CONSIDERATION

Students attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:-

- Will leave at this point in time be detrimental to the student's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 95% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year (s)
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION

Date application received	
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Date of meeting with parents/carers if applicable

SIMS ethnicity code

Gender of child

Male	Female
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About the request

Leave request approved?	Yes	No
Parents informed of potential consequences of taking unauthorised leave?	Yes	No
Is Leave in excess of 10 days?	Yes	No

Reason(s) for decision

Number of previous applications granted

Principal's signature (or nominated representative)

Date

Please return a copy of this form to the parent/carer after consideration

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep