



The Federation of North and South  
Cowton Community Primary School and  
Melsonby Methodist Primary School



Appendix 1:

## APPLICATION FOR PUPILS LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

This form should be completed by the parent/carer and returned to school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

No parent/carer can demand leave of absence as a right. The Education Regulations state that applications for leave must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in **exceptional circumstances**. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as **'exceptional'**:

- Service personnel returning from active deployment.
- Where inflexibility of the parent's leave or working arrangements is part of the organisational or company policy. This would need to be evidenced by the production of confirmation from the organisation/company.
- Where leave is recommended as part of the parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

**Please note: Headteachers would not be expected to class any term time holiday as exceptional.**

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be **exceptional circumstances** which do not fit the criteria, they may refer to the Local Authority for advice.

The decision of the Headteacher is final. Parents who take a child on leave in term time, without the permission of the school, risk being issued with a penalty notice fine for unauthorised absences. Taking a pupil on leave during term time interrupts teaching and learn and can disrupt educational progress. Before completing this application, parents/carers are asked to consider the effect on their child's continuity of education.

Please complete the application form and return it to the school office if you wish to apply for leave of absence during term time. Appendix 2

Appendix 2:

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Name of pupil(s)	Class(es)

I request permission for my child/children to be absent from school:

Date from	Date to
Total number of school days requested	

If you are not requesting a whole day please enter the time below and whether your child will be in school over lunchtime.

<b>Leave School at</b>	
<b>Return to school at</b>	

**Out of school over lunchtime**    Yes    No

**Exceptional circumstances for this request:** Please complete this section and explain the reason why your child/children will need to be absent from school in term time. Please attach supporting evidence.

Signature of parent/carer:	Date:

<b>FOR SCHOOL USE ONLY</b>			
Seen by		Date	
Decision & reason		Date Reply returned	

