**Application for Pupil Leave of absence in exceptional circumstance during term time**

I request permission for my child to be absent from school.

|  |  |
| --- | --- |
| **Student’s Name:** | **Tutor Group:** |

|  |
| --- |
| **Parent requesting leave (Please print):** |

|  |  |
| --- | --- |
| **Dates: From -** | **To -** |

|  |
| --- |
| **Number of school days to be missed:** |

It is school’s policy that holidays taken during term time will be deemed as unauthorised absence. Unauthorised holidays of 5 days or more may result in legal action which may well involve the issuing of a Fixed Penalty Notice. Leave of absence will only be granted to students on formal request and where there are clear exceptional circumstances, see overleaf.

**Emergency requests** will always be considered sympathetically.

**Circumstance for request:**

**Signed Parent / Carer**…………………………………………….. **Date**…………………………………………………..

To be completed by the Attendance Officer on receipt before passing to a senior member or staff

|  |  |  |
| --- | --- | --- |
| Previous Years attendance | % | Green more than 98% = Excellent  Amber 97%-90% = Unsatisfactory  Red less than 90% = Persistent Absentee |
| Current Attendance | % |

**Comment:**

**Signed**: .............................................................. (JMA/NST) **Date**:...................................

Thirsk School and Sixth Form College request that this form is completed and returned as far in advance as possible by the parent/carer of the student the request is being made for. Please return the form by hand to the reception or by email to the attendance officer. [sarah.nolan@thirskschool.org](mailto:sarah.nolan@thirskschool.org) / [attendance.officer@thirskschool.org](mailto:attendance.officer@thirskschool.org)

For our students to get the best education possible and gain the greatest benefit from school it is important they attend every day school is open. Before completing this application parent/carers are asked to consider the effect on their child’s continuity of education.

Where a family’s holiday request has gone to other schools for siblings then we will work with those establishments in reaching a decision.

**Each application is considered individually by the school.**

There is no automatic entitlement in law for holidays to be taken during term time. 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.

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances.

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 parents’ leave, or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
* Where leave is recommended as part of a 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