



Application for Leave of Absence for a student during term time

The law requires all registered students to attend school for the whole school day, only the Headmaster can authorise absence. Leave of absence under **exceptional circumstances** may be granted. Absences, even if authorised due to exceptional circumstances must be restricted to less than **10 days in any one academic year**. Please note that exceptional circumstances are regarded as circumstances beyond the parents' control, e.g. a period of serious illness/bereavement in the family or a religious festival. The cost of a holiday, the availability of flights, birthdays, weddings, public events and gifts are **not** regarded as exceptional circumstances.

If the absence is not authorised and it exceeds 4.5 days in any 6 week period, from September 2014 a Fixed Penalty warning letter will be issued to parent(s). If you choose to ignore this warning and take your child out of school, a Fixed Penalty Notice will be issued by Lincolnshire County Council for each child attending the school. Where a child resides with two parents a separate penalty notice will be issued to each parent.

To seek leave you need to complete this application form giving full details of the exceptional circumstances for which you are requesting leave and forward it to the Attendance Officer, via the School Office, not less than 15 school days BEFORE the proposed period of absence.

The Headmaster may wish to consult the Chairman of the School Governors before a decision is reached.

I wish to apply for of form

To be absent from School from to inclusive

Signed Parent/Carer Date

Please state clearly the **exceptional circumstances** under which your request is being made

Please note that on the spot penalty notices can be issued by the police for students who are found in a public place during term time without a medical reason or authorisation from the school.

Approved/Not approved Grounds approved on

Signed Attendance Officer Date