



**THE EDITH BORTHWICK SCHOOL**  
**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1<sup>st</sup> September 2013, the Education (Pupil Registration)(England)(Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

***There is no entitlement to parents to take their child out of school during term time; however, you may apply to the school of leave of absence if you believe there are exceptional circumstances.***

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £130 (or £60 if paid within 21 days) to each parent for each child taken out of

**Please complete one application per child**

|                       |  |
|-----------------------|--|
| <b>Name of child:</b> |  |
| <b>DOB:</b>           |  |
| <b>Class:</b>         |  |

Date of First Day of Absence: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_ Respite Destination \_\_\_\_\_

**Please Note:** **A letter must be attached to this request, outlining the 'EXCEPTIONAL CIRCUMSTANCES'**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

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**OFFICE USE ONLY:**

With reference to your request for Leave of Absence for \_\_\_\_\_

I give authorisation for this absence of \_\_\_\_\_ days Attendance % to date: \_\_\_\_\_

Signed: \_\_\_\_\_ Sam Lawrence, Headteacher Date: \_\_\_\_\_