



OAKLANDS CATHOLIC SCHOOL

Application for Leave of Absence

Regular attendance is vital for your child’s education progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress.

Oaklands Catholic School will not authorise a family holiday taken during term time unless there are exceptional circumstances as outlined by the Department of Education. This information is also available in our Registration and Attendance Policy. Please be aware that if you do take an unauthorised leave of absence then the school may issue a “Fixed Penalty Notice”.

The Headteacher will also consider the following points before reaching a decision on any leave of absence:

1. The child’s previous attendance history.
2. The age of the child.
3. The child’s stage of education.
4. The time of year – e.g.: exams.

If you wish to apply for your child to be absent from school, please complete this form **and return it to school at least two weeks before your intended absence date.** (Authorisation cannot be backdated.)

Thank you.

Full name of child:

Tutor Group:

Parent(s)/Carer(s) Name(s):.....

Address:

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To be authorised as absent from school (please include dates and times):

From: _____ to _____ (inclusive dates)

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

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I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

SIGNED:.....(PARENT/CARER)

DATED:.....

School Office use only. (Tick as appropriate)

Date application received:

Approval granted: Yes/No

A personal discussion with you is requested. Please contact:_____

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Headteacher (or designated authorised school signatory):_____

Date: _____

Current Attendance rate:_____

Parent/Carer informed (* delete as required): text/ letter/ telephone call/email

Date:

Copy to Head of Year: Yes / No