

## APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you want to take your child/children out of school during term time. After completing the form, please return it to the school office no less than two weeks before the date when you want the period of absence to start.

Changes to legislation which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin. The conditions under which leave of absence for term time holidays may be contained in Reg. 8 of the Education (Pupils Registration) Regulations 1995 and Sections 38-42 of School Attendance. Policy and Practice on Categorisation of Absence 1994.

Any requests for leave of absence for Holiday with Exceptional Circumstances during term time should be in writing to the Headteacher alongside this form and handed in to the school office. It will be the decision of the Headteacher as to whether the leave is authorised. However, as a matter of policy, Loxford will not authorise leave of absence for holidays in term time. Depending on the length of the holiday, a Fixed Penalty Notice or even a fine could be imposed. Parents or Carers should not expect such leave to be granted as of right. School will not authorise leave over a period of time for those whose attendance is unsatisfactory.

If required you may also contact the Attendance Officer Ms L Khan [LSST@LOXFORD.NET](mailto:LSST@LOXFORD.NET)

I request leave of absence for the following child/children:

- |                        |            |           |
|------------------------|------------|-----------|
| 1..... (Name of Child) | Year ..... | Form..... |
| 2..... (Name of Child) | Year.....  | Form..... |
| 3..... (Name of Child) | Year.....  | Form..... |

(First day of absence)                      (Last day of absence)  
 Date.....                      Date.....                      Total number of days.....

**Is this for** (please tick box)

Medical       Holiday       Holiday Exceptional       Other

**Must have letter attached**

Please give the reason for taking time out during school hours:

.....  
 .....  
 .....

Name of Parent/Carer..... Signature of Parent/Carer..... Date.....

**For office use only**

Student attendance to date is: 1=..... %                      2=.....%                      3=..... %

Agreed by RHM: Yes/No                      Approved: Yes/No                      Signature.....                      Date: .....

Added to sims                       Holiday letter sent                       Fine to be applied for

BHR comment.....

.....

Approved:      Yes/No

Signature: .....                      Date: .....

**Headteacher: Mrs A Johnson, Loxford School, Loxford Lane, Ilford, Essex, IG1 2UT**

**Email: [LSST@LOXFORD.NET](mailto:LSST@LOXFORD.NET)      T: 020 8514 4666      Web: [www.loxford.net](http://www.loxford.net)**