



SPRING COMMON ACADEMY

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Time off school for family holidays/other reasons is not a right and as a Parent/Carer, it is something that you need to apply to the Head Teacher for. You should complete this form and return it to the school office **AT LEAST 14 DAYS** before the date when you would like the period of absence to start. You may be asked to discuss the request with the Head Teacher or other senior member of staff and/or produce supporting evidence. (A separate application must be completed for each child).

Pupil's Name	
Date of Birth	
Year Group	
Class	
Dates of leave requested	From To
First day of return to school	
Reason for request for absence (if request is for a family holiday, please give exceptional circumstances as to why it MUST be in term time. Please continue on a separate sheet if necessary.)	
Address of where the child will be staying during leave of absence including contact number	

Spring Common Academy is part of Horizons Education Trust



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Leave of Absence – Recent government guidance has removed the discretion on Head Teachers agreeing to term time holiday requests. Due to the disruptive effect on a child's education, you are strongly urged to avoid booking a family holiday during term-time. Parents do not have the any right or entitlement to take their child out of school for a term-time holiday.

Any leave of absence requests will be considered by the school in exceptional circumstances and will look at each request individually. Any unauthorised leave of absence could result in a Penalty Notice fine being issued. This is £80 if paid within 21 days or £160 if paid within 28 days. Non-payment of this fine may result in prosecution in the Magistrates Courts, without further warning being issued.

This form should be signed by each and all adults with parental responsibility for the child.

Name of Parent/Carer 1 with parental responsibility requesting leave of absence	
Signature of Parent/Carer 1 including date	
Name of Parent/Carer 2 with parental responsibility requesting leave of absence	
Signature of Parent/Carer 2 including date	

If further parents/carers with parental responsibility need to be added, please continue on a separate sheet

Decision re: Application for Leave of Absence During Term Time (For office use only)

Attendance %:

Authorised? Yes / No

Coding (please circle appropriate code):

H – Authorised Family Holiday

C – Leave of Absence authorised by school

R – Religious Observance

Y – Exceptional Circumstances

G – Unauthorised Family Holiday

O – Unauthorised Absence

Name:

Position:

Signed:

Date:

Please note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.

Please return this form to the School Receptionist, Emma Luckett

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