

APPLICATION FOR ABSENCE FROM SCHOOL: EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school during term time. Manor School cannot authorise term time absence other than in exceptional circumstances. Parents do not have the automatic right to take their children out of school during term time and may be issued with a penalty notice (£60 per parent per child) if they do so without the prior arrangement of the Principal.

Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Upon receipt of a request the Principal will make a decision as to whether to authorise the absence, being mindful of government regulations and guidance. The law only allows the Principal to grant leave in **exceptional circumstances**. By definition, special or exceptional trips should not occur regularly. Therefore requests should not be on an annual basis.

For leave of 5 or more consecutive school days in duration, or when the school has concerns about the leave request the Principal or their representative will meet you to discuss your application.

PARENTS SECTION (Please attach additional sheets if necessary)

Surname of child:	First name of child:
Child's date of birth:	Child's year and form:
Child's attendance % to date:	
Any siblings applying for leave:	
Full name of parent/carer:	Relationship to child:
Home address:	
Postcode:	Telephone number:
Please state why leave must be taken during term time instead of during school holiday periods:	
Length of absence:	Destination:
Date of departure:	Date due back to school:
Parent/carer's signature:	Date of application:

SCHOOL SECTION

Date application received		
Date of meeting with parents/carers (if applicable)		
SIMS ethnicity code		
Gender of child		
Leave request approved	Yes	No
Parents informed of potential consequences of taking unauthorized leave?	Yes	No
Is leave of 5 or more consecutive days?	Yes	No
Reason(s) for decision:		
Number of previous applications granted		
Principal's signature (or nominated representative):	Date:	

Please return a copy of this form to the parent/carers after consideration In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.

Please be aware that we have been informed from NCC that should you take your child on an unauthorised family holiday three or more times over their school career you face being liable to prosecution and a criminal record.