

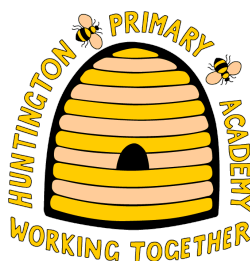
HUNTINGTON PRIMARY ACADEMY

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APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

The Education regulations state that headteachers should not grant leave of absence (holiday) unless there are exceptional circumstances. Applications for leave must be made in advance (at least two weeks) by a parent with whom the child lives. Where a leave of absence is granted, the headteacher will determine the number of days a pupil can be authorised as absent (up to ten days).

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment.
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

This is not an exhaustive list and headteachers must consider the individual circumstances of each case when making a decision on this matter.

The decision of the Headteacher is final. Children who are absent in term time without the permission of the school will be recorded as an unauthorised absence. Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. **Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.**

Please see the below table which outlines the impact of time off of school. Children are expected to attend school for 190 days each year.

Attendance during one school year	Equal days absent	Approximate number of lessons missed
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons

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HUNTINGTON PRIMARY ACADEMY**

ABSENCE IN EXCEPTIONAL CIRCUMSTANCES - TO BE COMPLETED BY PARENT

Name of child(ren): _____ **Class:** _____

First day of absence: _____ **Last day of absence:** _____ **No. of school days:** _____

Exceptional reason:

Proof of requirement (e.g. Letter from employer, other professionals e.g. social services, doctor):

Signature of Parent/Carer: _____ **Date:** _____

ABSENCE IN EXCEPTIONAL CIRCUMSTANCES - TO BE COMPLETED BY SCHOOL

Admin Attendance Check:

- Attendance good
- Attendance being monitored
- Attendance less than 85%

Number of days previously requested: _____

Significant events during this time:

ABSENCE IN EXCEPTIONAL CIRCUMSTANCES - TO BE COMPLETED BY HEADTEACHER

Headteacher Authorisation:

- Authorised**
- Unauthorised**

Reason: _____

Signature of Headteacher: _____ **Date:** _____

