



Fulbrook Middle  
School

Aspley Guise  
Lower School

Husborne Crawley  
Lower School

Ridgmont Lower  
School

Swallowfield Lower  
School

Woburn Lower  
School

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

As a parent or carer, please complete this form and return it to the school office **AT LEAST FOUR WEEKS** before the date when you want the period of absence to start. Before the decision is made, the following factors are considered: Attendance %, clash with test dates, educational progress and other educational factors.

Pupil's Full Name: ..... Date of Birth: ..... Class: .....

Period of absence for ..... days from: ..... to: ..... (inclusive)

Name: ..... Relationship to pupil: .....

Signed: ..... Date: .....

Please explain your exceptional circumstances on the page overleaf.

### Sections below to be completed by school staff only

Current Attendance .....%

Previous holidays checked

☐

Please indicate if your child has siblings in any of our Pyramid schools.

Fulbrook ☐ Aspley Guise ☐ Husborne Crawley ☐ Name of Sibling(s):

Ridgmont ☐ Swallowfield ☐ Woburn ☐ Pre-School

### Decision Regarding Request for Leave Of Absence in Term Time

Number of days requested:- .....

Absence request authorised ☐ Absence request unauthorised ☐

Absence request can be partly authorised

Reason for decision (if appropriate)

.....

Signed:- .....Head teacher

**Please note:-** The regulations make it clear that head teachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. For further information contact the Access and Inclusion Service, on 0300 300 4953. Fixed Penalty Notices may be issued if the planned absence is not authorised and still taken. If a leave of absence request exceeds 5 school days (10 sessions), then the school can request a Fixed Penalty Notice be issued to both parents at a cost of £80 per parent, per pupil.

Ask Access and Inclusion to issue a fixed penalty notice. Yes/No

Date request issued.....

**Reason for Absence**

(Leave will only be authorised if the application is in accordance with the DFE Guidance regarding exceptional circumstances.)

Please explain your **exceptional circumstances** below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_