



Aspire, Desire, Believe, Achieve  
Coleridge Road, Rotherham, South Yorkshire S65 1LW  
t: 01709 828 988 e: enquiries@coleridgeprimary.org w: www.coleridgeprimary.org

## Leave of Absence Request Form

**Please read the information on the reverse of this form before its completion\***

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren)	Form/ Year Group/ Class
.....	.....
.....	.....
.....	.....

Leave of absence dates

Start date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Number of school days missed \_\_\_\_\_

Reason for requesting Leave of Absence at this time .....  
.....  
.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence

Parent 1 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ parent 1      Signed: \_\_\_\_\_ parent 2

Date of Application: \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

---

SCHOOL USE ONLY

Date received: \_\_\_\_\_

% Attendance: \_\_\_\_\_

Leave of absence in term time – information for consideration on back of request form:-

- 1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 2 There is no requirement to authorise just because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time MUST be attached to this form on proper letter-headed paper.
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
  - Parent's workplace holiday arrangements if supported by a letter from employer.
  - The overall attendance of the child for the previous academic year or 3 terms.
  - If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.
  - If a previous holiday has been taken in the same academic year.
  - Timing of internal and/or external examinations/assessments.
  - The reason given by a parent for requesting leave of absence in term time.