



**LINCOLNSHIRE COUNTY COUNCIL EDUCATION COMMITTEE
APPLICATION FOR PUPIL'S LEAVE OF ABSENCE**

Name of Pupil: _____ Class: _____ Year: _____

Address: _____

I shall be taking my annual holiday from my employment from ____/____/____ to ____/____/____ and wish to apply for leave of absence from school for my child for this period not exceeding 10 school days as I wish him/her to accompany me.

Reason for Holiday to be taken at this time in line with guidance overleaf:

Signed: _____ (Parent/Guardian) Date: _____

This form must be completed and forwarded to the Head Teacher **before** the period of absence desired. Parents will be notified in writing of the schools decision regarding the application.

For School Office Use Only;

Message Received		Head Teacher Comments:		
Percentage Attendance				
Authorised Absence				
Unauthorised Absence				
		Approved	Not Approved	Date:

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to **exceptional circumstances** relating to that application. This onus is on the parent/carer to present the case in writing before the event. Retrospective granting of permission therefore, should only be on rare occasions.



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Eagle CP Schools

Absence Guidance to Parents

Eagle School is committed to providing a full and rounded education for all pupils. The staff and Governors believe that all pupils benefit from the consistency in education that the school provides and therefore from regular school attendance.

The school may approve absence in advance for a pupil to be away provided a satisfactory reason can be given, for example: family bereavement, days of religious observance, operations or other medical/dental treatment.

In “exceptional circumstances” the school may also approve absence so that a pupil can take a family holiday. However, time off school for family holidays is not a right and should never exceed 10 days. Examples of when exceptions may happen are:

- When service personnel are prevented from taking holidays outside term-time
- When a family needs to spend time together to support each other during or after a crisis.

The following reasons are not justifiable for taking holidays in term time:

- Availability of cheap holidays: desired accommodation; preferred flights/location
- Shopping trips/Birthdays/Anniversaries
- Attending sports/arts events as a spectator
- Take part in protests

The school asks that parents request time-off for term-time holidays in advance of the event, so that the application can be considered in the best interests of the pupil. It is advisable that the school is approached before any holiday/travel arrangements are booked, as requests for time off may not be granted. In this case, the absence will be unauthorised and these percentages affect application to desired secondary school settings.

Each application for absence in term-time will be considered on its own merits, but the following issues are likely to be taken into account before it is authorised:

- Length of absence and frequency of requests for leave
- Pupil’s age and general absence/attendance record
- Proximity of tests/assessments
- Purpose of the leave
- Pupil’s educational needs, particularly their ability to catch up the work missed.

Following an application for leave, the school will consider the request and inform the parents of the pupil of the decision to authorise the absence. The Governing body are ultimately responsible for considering such applications but it is likely that that in most cases this will be delegated to the Headteacher. If the parents feel aggrieved by the Headteacher’s decision, they have the right to appeal to the Governors.

Please bear in mind that the decision to authorise absence in term-time rests with the School and parents should not assume that all requests will be granted. This arrangement exists to deal with unusual circumstances. The 10 days are not an “annual leave entitlement” for all pupils, but allow for flexibility to respond to difficult circumstances.

The school and Governing Body hope that you can work in partnership with us to keep absences to a minimum. Together, we can strive to provide the best possible primary education for all pupils.