



Dear Parent/Guardian

Please find attached the application form for a Leave of Absence. Each application for Leave of Absence during the school term will be considered on an individual basis. Perins School advise that you do not confirm any bookings until this Leave of Absence has been granted, as this may lead to unauthorised absence being referred to the Educational Welfare Service for further action.

Perins School would also like to advise parents that increased cost of family holidays is not a valid reason for removing a student from school in term time.

It is important that any Leave of Absence authorised by the school during term time also maximises the opportunities for personal and social enrichment of the student concerned. This is especially important when the school, offering a service to young people is increasingly tasked with looking at how this absence will help your son/daughter achieve their potential in relation to the Government's Every Child Matters guidelines. These are;

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

Can you please indicate, with a ✓, which of the above guidelines your child should gain a greater understanding of during this Leave of Absence?

For each of the above that you have ticked, please use the space below to tell us how this will be achieved;

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It is essential that both parts of this form are returned to the school office before any Leave of Absence will be considered for authorisation.

Yours faithfully

The Headteacher



### Application for Leave of Absence

Parents have a legal duty to ensure their child’s regular attendance at school. Headteachers may authorise leave of absence for up to two weeks (10 school days) in any school year to enable a child to go on a family holiday. The Headteacher has to consider the reasons for the request, the effect on the continuity of the child’s learning, and his/her overall attendance. **Only in exceptional circumstances** may the amount of leave granted exceed (in total) more than two weeks in any year.

The application should be made **well in advance** if possible and parents are strongly advised to apply for leave **before** they confirm arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened.

The school will notify you of the decision.

**Child’s Name**..... **Tutor Group** .....

**I apply for leave of absence for my child**

Dates for which leave of absence is requested:

From ..... To .....

Number of School days .....Holiday Destination .....

Have you previously requested leave of absence for this child in this school year? **YES / NO**

(If YES, please give dates: .....)

Please give the purpose for this absence and the reasons which prevent this absence being taken during a school holiday period.

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



(Parent)