

## Application for Leave of Absence (LOA) during Term Time Lacey Green Primary Academy



<b>A. Pupil Details</b>			
Name:		DoB:	
Address:			
Class / Form:			

The Department of Education has made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that Headteachers may not authorize any leave of absence during term time unless there are **exceptional circumstances**. The Local Authority and school Governors support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

If unauthorised absence reaches 10 unauthorised sessions within two half terms then school will apply to the Local Authority to issue parents with a Penalty Notice warning period, which could result in each parent receiving a £60.00 fine, increasing to £120.00 if not paid within 21 days.

<b>B. Leave of Absence Request Details</b>			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

<b>C. For Office Use</b>			
Current attendance %:			
Previous LOA (last 2 consecutive half terms):			
Does the LOA request time coincide with SATS / other examination periods?:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Is the LOA approved?		<b>YES</b>	<b>NO</b>
If <b>YES</b> - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
Register Code to be used for this LOA:			
Date   Copy returned to parent/s with letter.			
Copy filed and sent to class teacher – please sign			