



Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave.

Parents / Carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine. **The penalty is £60 If paid within 21 days, doubling to £120 if paid between 22 – 28 days and applies per parent per child for which permission has been refused or was not sought. If the fine is not paid, parents will be reported for prosecution.**

All schools in the north-west of Leeds have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.

TO BE COMPLETED BY PARENT / CARER					
Surname of child:		First name:			
Year Group:		D.O.B.:			
Surname of parent / carer:		First name of parent / carer:			
Address of child:		Telephone number(s):			
Postcode:					
Please state the exceptional circumstances that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.					
Reason:			Information provided by parent / carer will be checked by school		
Would (s)he miss any national tests of examinations?			Yes	No	
Is her / his attendance already below 96%?			Yes	No	
Is the requested absence during the month of September?			Yes	No	
Would (s)he be absent for more than 10 school days?			Yes	No	
Has (s)he already had leave during term-time this academic year?			Yes	No	
Has your son/daughter already had a leave of absence request authorised this academic year?			Yes	No	
Does your child have any siblings at Horsforth School for which you are requesting leave of absence?			Yes	No	
Does your child have any siblings at another school for which you are requesting leave of absence?			Yes	No	
If you have answered 'yes' to the previous question, please state which school(s) your other children attend;.					
If this request is approved will his / her absence exceed 10 days in this school year?			Yes	No	
Is the request for a religious observance?			Yes	No	
Length of absence (school days):		From (date):	To (date):		
Parent / carer signature:					
TO BE COMPLETED BY SCHOOL					
Further information required:			Yes	No	
Headteacher's comment:					
Signed:	Name:	Designation:	Absence Approved:	Yes	No