



## **Leave of Absence Application Form – For Information Only** **– Parents/Carers to request part-completed form via** **info@ludlowjunior.org.uk**

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Poor attendance can be the cause of under achievement.

Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. Exceptional circumstances are, for Ludlow, unforeseen, unavoidable or a mixture of specific highly challenging circumstances.

The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing. Ludlow Junior School does not operate an appeals process in relation to the head teacher's decision.

Data for your child/children	For School Use and Completion Only
<b><u>PUPIL INFORMATION – context for decision making – school to complete prior to parental completion</u></b>	
<b>FORENAME:</b>	
<b>SURNAME:</b>	
<b>DATE OF BIRTH:</b>	
<b>CLASS:</b>	
<b>% ATTENDANCE:</b>	
<b>% ABSENCE authorised and unauthorised e.g. 3% absence, 3% authorised, 0% unauthorised:</b>	
<b>Recorded LATES: (over last 12 months)</b>	

**Parental application section (only to be completed when page 1 has been completed by the school):**

Applications should be received at least three weeks in advance to allow consideration

**Pupil Information:**

<b>FORENAME:</b>	
<b>SURNAME:</b>	
<b>DATE OF BIRTH:</b>	
<b>YEAR GROUP:</b>	
<b>CLASS:</b>	

Details of siblings at other schools that will be travelling: (Please note that we may contact these school/s in relation to this application)

**Name of sibling/s: Current school/schools:** .....

**I am applying for leave of absence for my child/children**

**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total number of school days absent:**.....

This request for absence cannot be taken outside of term time **because (please explain fully why the nature of the request for leave is supported by exceptional circumstances which may include reference to unavoidable, unforeseeable or highly challenging circumstances where alternative options are not available):**

Name of City/Country being visited during the leave of absence?

Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.

Parent/s email addresses and contact telephone numbers whilst on the leave of absence:

- Email:
- Telephone Number:

Has your child had leave of absence in the last 12 months?

If yes please provide dates/details:

Yes/No

I submit the information above for consideration by the Headteacher:

Signed:

Printed:

Parent/Carer/Guardian (please delete as necessary)

Date:

School decision making:

- Dates the pupil/s are going to be absent:
- Number of school days the pupil/s are going to be absent:
- Contact made with the sibling/s school/s: (date and time called plus information gained)

Having considered this request carefully, and taking into account the reasons cited/context stated, my decision is the leave of absence application is **(decision to be highlighted)**:

1. Invite parent/s in for a meeting to find out further information regarding their application for Leave of Absence (with a member of the team)
2. Approved – the entire absence will be recorded as authorised (code H)
3. Not Approved – the absence will be recorded as unauthorised (code G) **and** the school will not request any further action to take place concerning this unauthorised absence.
4. Not Approved- the absence will be recorded as unauthorised absence (code G) **and the school will request a warning letter to be issued for the unauthorised absence.**
5. Not Approved- the absence will be recorded as unauthorised absence (code G) **and the school will request a penalty notice to be issued for the unauthorised absence.**
6. Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a prosecution to be instigated for the unauthorised absence.

Explanatory notes regarding the decision (if applicable)

Signed: (Headteacher)

Date:

Please note – permissions and decisions will always be considered by the head teacher or the acting head teacher in his/her absence. Communication around absence, attendance, punctuality, wellbeing and leave will routinely be delegated to members of our Wellbeing Inclusion Support Hub (WISH) team.

Key members within the WISH team:

- Mrs Emma Stevenson – Deputy Head – leading on attendance
- Mrs Gillie Hotston – Deputy Head – leading on SEND
- Ms Maria Locke – Wellbeing lead
- Miss Tina Croucher – wellbeing, attendance and punctuality support