



# Lostock Hall Academy

## Educating the Future

Headteacher: Mrs G. F. Gorman

"A 'GOOD' SCHOOL" - Ofsted December 2014

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school, parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expenses.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not regularly occur.

Where schools have concern about the absence request the Headteacher or the representative will contact you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

### PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)

(Please attach additional sheets if necessary)

Surname of Child	<input type="text"/>	First name of child	<input type="text"/>
Date of Birth	<input type="text"/>	Year Group	<input type="text"/>
Surname of Parent/carer	<input type="text"/>	First Name	<input type="text"/>
Relationship to student	<input type="text"/>	Siblings applying for leave	<input type="text"/>
Home Address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone number	<input type="text"/>
Information regarding any exceptional circumstances supporting this application	<input type="text"/>		
Length of Absence (number of School days)	<input type="text"/>	Destination (if applicable)	<input type="text"/>
Date of Departure	<input type="text"/>	Date due back in school	<input type="text"/>
Emergency UK telephone contact name and number	<input type="text"/>	Other emergency contact details, if leave is outside the UK	<input type="text"/>

**Additional Factors for Consideration:**

Students attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Academy Authority expects that all parents/carer ensure their children attend school wherever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application letter:

- Will leave at this point be detrimental to the student's education?
- Will he/she miss any national tests/
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

**School Section:**

Date application Received  Student's Attendance %

Date of contact with parents (if applicable)  SIMS/STAR ethnicity code

Gender of student 

Male	Female
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About the Request (Please circle)	Leave request approved?	Yes	No
	Parent(s) informed of potential consequences of taking unauthorised leave?	Yes	No
	Is leave in excess of 10 days?	Yes	No
	Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason for decision:

Number of previous applications granted

Headteacher's Signature:

Please return this form to the parent/carer after consideration  
 I cases where the leave has been authorised by school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.