

**Warwickshire County Council  
Children and Young People Directorate**

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN  
EXCEPTIONAL CIRCUMSTANCES ONLY**

**Important Information for Parents/Carers**

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion:
  - It must be requested in advance by a parent who the pupil normally lives with.
  - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
  - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of leave.
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.
- Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.

Please see over for important information.

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: \_\_\_\_\_ Form Group: \_\_\_\_\_

First Date of Proposed Absence: \_\_\_\_\_ Last date of Proposed Absence: \_\_\_\_\_

Expected date of return to school: \_\_\_\_\_

Reason for Proposed Absence – please provide reasons to support the application including evidence  
(see overleaf before completing):

.....  
.....  
.....

Total Days Requested On This Occasion

(For siblings) I have also applied to \_\_\_\_\_ School/Academy for leave of  
absence for \_\_\_\_\_ (Insert child/children's name)

Signature of resident Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For school use only: NAME OF CHILD: \_\_\_\_\_ Date received by school: \_\_\_\_\_**

1<sup>st</sup> date of absence requested by parents: ..... Last date of absence requested by parents: .....

Expected date of return to school (as advised by parents): .....

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Absence: Authorised / Unauthorised / Split (please delete as appropriate)

The reasons for this decision are: .....

- **LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information**

Head teacher/Attendance Lead: ..... Date: .....

- **Copy of this completed section should be sent back to parent with letter**

## The School Attendance (Pupil Registration) (England) Regulations 2024

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Section 576 Education Act 1996 defines 'parent' as:
  - Any natural parent, whether married or not;
  - Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person;
  - Any person who, although not a natural parent, has care of a child or young person.
- The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. If the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the national threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. Please refer to Warwickshire County Council's Code of Conduct for non-school attendance and penalty notices for further information.

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### Leave of Absence taken after 1 September 2024:

**The law relating to Penalty Notices has been amended and Penalty Notices issued for Leave of Absences taken after 1 September 2024 will be issued in accordance with the updated legislation.**

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### Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***