

**Green Lane C.E. Primary School
Application for Leave of Absence
during Term Time**



A. Pupil Details

Name:		DoB:	
Address:			
Class :			

B. Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of school days:	

What are the exceptional circumstances for your leave of absence request that you wish the school to consider? Please give clear reasons

Are you asking for leave from another school for this absence for another child...	YES	NO	If yes please state below which school it is..
--	-----	----	--

Name of parent / carer (print):			
---------------------------------	--	--	--

Signature:		Date:	
------------	--	-------	--

Name of parent / carer (print):			
---------------------------------	--	--	--

Signature:		Date:	
------------	--	-------	--

PLEASE NOTE:

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office.

Head teachers are no longer able to grant leave of absence during term time **unless there are exceptional circumstances.**

When deciding whether to allow term-time leave the school will consider each request of absence individually; taking into account the exceptional circumstances relating to the request

Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion. as stated in the most recent DFE guidance on attendance. If an application for leave of absence is not made prior to the time of the required absence, then the absence will be recorded as unauthorised regardless of circumstances. Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

If you take your child out of school without permission this will be recorded as unauthorised absence (truancy) and noted on the child's Record of Achievement and may result in each parent being issued with a fixed penalty fine for each child taken out of school. The minimum fine is £60.00.

Please take this guidance into account when you complete the form overleaf, by giving clear reasons for your request. Thank you.

C. For School Use		
Current attendance %:		
Previous LOA this academic year:		
Does the LOA request time coincide with SATS / other examination periods:		
Any mitigating / aggravating circumstances (Including any ongoing medical issues):		
Is the LOA approved?:	YES	NO
If YES - Number of days to be authorised for this LOA application:		
Signature of Head Teacher:		Date:
*Register Code to be used for this LOA:		

* list of appropriate absence codes

Code	Meaning
H	Holiday authorised by the school
G	Holiday not authorised by the school or in excess of the period determined by the head.
C	Leave of absence authorised by the school
O	Absent without authorisation
N	Reason for absence not yet provided
U	Arrived in school after registration closed
R	Religious observance

Green Lane C.E Primary School, Green Lane, Barnard Castle, DL12 8LG

Tel: 01833 690298 Fax 01833 690316

Email: greenlane@durhamlearning.net Website: www.greenlane.durham.sch.uk

Head teacher: Mr R Goffee