



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government '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'.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances, and the absence will be recorded as unauthorised. Headteachers are not obliged to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact Karen Berryman or Sam Dangerfield.

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent/Carer Details (please list all parents)

First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	School:

Details of the absence

Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	



Please provide the reason for this request including supporting evidence:

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Please read the following statement and sign to indicate you understand this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a referral to the Local Authority to proceed with prosecution in the magistrate's court may be submitted if this request is denied, and my child is absent during this period. I understand that charges may be brought against each parent who gave permission for the leave.

I have read and understood 'Norfolk County Councils: Legal Intervention regarding school absence for Independent Settings – Guidance for parents' and have been informed of the action they may take.

Signed:		Full name:		Date:	
Signed:		Full name:		Date:	

To be completed by the school:

Date request received by the school:		Total number of days requested:	
Child's Name:	Application Authorised or Declined?		
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		Date:	

Thursday 11th September 2025

Dear Parents and Carers

Regular school attendance and parent's legal responsibilities

At All Saints School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Government have introduced a single national threshold of **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of **unauthorised** absence. The period of 10 school weeks can span different terms or school years.

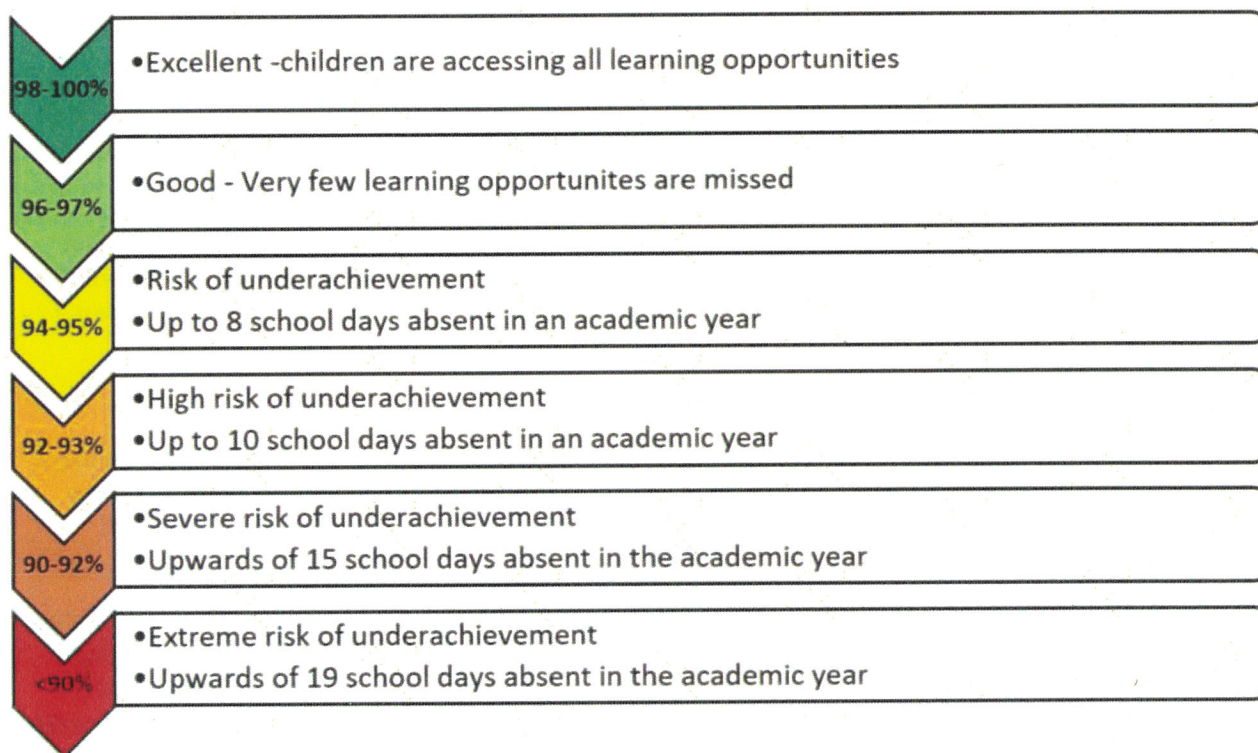
As your child attends an independent setting, please be aware that when addressing unauthorised absence from school a penalty notice cannot be issued. Local Authorities cannot issue penalty notices on behalf of independent schools, due to the current legislation. However, in line with national guidance, the Local Authority (LA) retains the discretion to prosecute parents under section 444 of the Education Act 1996, where the maximum sentence is a fine of up to £2,500, and/or 3 months' imprisonment.

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996.

Requests for leave of absence

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Support with ensuring regular school attendance

Please do not hesitate to contact me if I can support you in improving your child's attendance or if you need guidance in managing school avoidance.

If you are unsure whether to send your child into school because of an ailment and the symptoms they are displaying, please contact the office between 8-8.30am and they will advise accordingly.

Kind regards



Sam Dangerfield

Headteacher