

**Beehive Lane Community Primary School**  
**Application for Leave of Absence During Term Time**

**OFFICIAL SENSITIVE**



**Date Application Received**

Leave of absence may only be granted by the Headteacher of the school. As from 1<sup>st</sup> September 2013, the Education (Pupil registration) (England) (Amendment) Regulations 2013 amended Regulation 7 prohibits the Headteacher of the school from granting leave of absence to a pupil except where an application has been made in advance, by the parent with whom the pupil normally resides, and the Headteacher considers that there are exceptional circumstance relating to the application

Taking your child out of school during term time could be detrimental to your child’s educational progress. There is NO entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. **(A holiday does not constitute exceptional circumstances).**

If the absence is not authorised and the holiday/leave of absence is taken or if it has NOT been applied for in advance, the case will be referred to the Missing Education and Child Employment Service (MECES) who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) **to each parent for each child taken out of school**

**Important: Please complete one application per child**

Name of Child		
Date of Birth		Class
Address:		
Contact No:		
Date of first day of absence		
First day back at school		
Number of days requested for leave		

**Important: A letter must be attached to this request**, outlining the ‘exceptional circumstances’ for which a leave of absence is being applied for. You must understand that it is entirely the decision of the Headteacher after consultations with Governors whether the reason provided constitutes an exceptional circumstance:

Signed by Parent ..... Dated .....

Please Print Name .....

Your Leave of absence has been authorised YES / NO

**Attendance**

Comments .....  
 .....  
 .....

Signed by Headteacher..... Date .....

Date reply returned to Parent

Method of Delivery

# Beehive Lane Community Primary School

Beehive Lane, Great Baddow, Chelmsford, Essex CM2 9SR  
Telephone: 01245 269 464 Fax: 01245 490348  
[www.beehivelane.essex.sch.uk](http://www.beehivelane.essex.sch.uk) email: [admin@beehivelane.essex.sch.uk](mailto:admin@beehivelane.essex.sch.uk)



**Headteacher: Paul Sully**  
**Deputy Headteacher: Stephen Saunders,**

Dear Parent,

## **APPLICATION FOR A LEAVE OF ABSENCE DURING TERM TIME**

I would like to advise you that the current law does not give any entitlement to parents to take their child out of school during term time. However, you may apply to the school for a leave of absence if you believe there are exceptional circumstances. The parent with whom the child normally resides with will need to complete the leave of absence form, accompanied by a letter explaining the exceptional circumstance. (A holiday does not constitute exceptional circumstances). Each case will be considered individually, and the outcome notified in writing to the parent.

If the absence is not authorised and the holiday/leave is taken or if it has NOT been applied for in advance, the case will be referred to the Educational Welfare Service (EWS) who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) **to each parent for each child taken out of school**

I am sure you will appreciate that regular school attendance is crucial to a sound education and I would therefore ask for your co-operation to ensure that your child attends regularly.

Yours sincerely,

*Paul Sully*

**Paul Sully**  
**HEADTEACHER**