



STOKE-ON-TRENT CITY COUNCIL  
**ST MARGARET WARD**  
**CATHOLIC ACADEMY**



APPLICATION FOR  
**LEAVE OF ABSENCE**  
 IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

The Local Authority and The Newman Catholic Collegiate strongly discourages parents/carers from applying for leave of absence during term time. In line with Government and Local Authority guidance, authorised absence will only be given for exceptional circumstances. All leave requests will be dealt with at the discretion of the Academy and the child’s period of attendance will be taken into account.

**Please be aware that the Education Welfare Service will be informed of any unauthorised absence and it may result in a Local Authority Penalty Notice Warning letter being sent to you in relation to your child’s attendance.**

I wish to apply for leave of absence from school for my child:

Name of child: ..... Reg Group/Class: .....

First day of leave requested ..... Last day .....

Number of days involved

Exceptional circumstances leading to request: **THIS SECTION MUST BE COMPLETED**

Signed ..... (Parent/carer) Date .....

FOR OFFICE USE ONLY

Attendance % .....

The above leave IS authorised in accordance with the academy’s procedure

The above leave IS NOT authorised in accordance with the academy’s procedure

Signed ..... Date .....  
 (Principal on behalf of the Director of the Academy)

Comments:  
 .....  
 .....

### Guidance notes for Parents/Carers

1. The form overleaf should be completed and sent to the Academy Principal in time for the request to be considered **well before the desired period of** absence. Principals cannot authorise any leave of absence unless the request is received before the period of absence begins. Schools cannot give retrospective approval.
2. The Department for Education makes it clear that Principals may not grant any leave of absence during term time unless there are **exceptional circumstances**.
3. There is no automatic right to any leave during term time.
4. The Newman Catholic Collegiate understands the challenge that some parents face when booking holidays particularly during school holidays. However, we believe that in order to ensure children receive the best education and prospects that they should be in school during term time.
5. Each request will be considered individually and on its own merit. The Academy will consider:
  - The exceptional circumstances which have given rise to the request
  - A students' current attendance
  - The stage of the students' education, progress and support needs and the potential impact on this
  - frequency of similar requests
  - students on examination courses or due to take SATS will not normally be granted leave of absence
6. Should the academy not grant the leave of absence and parents still decide to take their child/children out of school, the absence will be recorded as unauthorised which may be subject to a penalty notice fine per parent, per child. Failure to pay the fine may lead to court proceedings in relation to your child's/children's non-attendance.

\*generally the DfE states that parents include all those with day to day responsibility for a child.