



# Mayflower High School

Headteacher: Mr Lee Brumby

## APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Leave of absence may only be granted by the Headteacher or person authorised by the Headteacher to do so. As from 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit Headteacher 's from granting leave of absence to a student, except where an advance application has been made by the parent with who the student normally resides, and the Headteacher considers that there are **exceptional circumstances** relating to the application.

**Research has shown that taking your child out of school during term time could be detrimental to your child's educational progress. A student who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the student will miss 50 hours of education.**

There is no entitlement for 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**. If not and the absence is taken it will **not** be authorised and the case will be referred to the Local Authority 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. **NB please note that any time taken to quarantine is counted as unauthorised leave of absence**

Please complete one application per child.

Name of Child	
D.O.B	
Form	
Parents Address	
Students Address (if different )	

Date of First Day of Absence: \_\_\_\_\_ Date of Return to School \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

**Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which the leave of absence is being applied for.**

Signed: (Parent/Carer): \_\_\_\_\_

Dated: \_\_\_\_\_

### **School office use only:**

Request authorised:	
Request requires further information or confirmation (see below):	
Following due consideration, I am unable to agree to your request as the reason provided is not considered as an exceptional circumstance and therefore this will be recorded as 'Unauthorised Holiday' on your child's record:	
Number of sessions absent in last 12 weeks	

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