



APPLICATION FOR ABSENCE FROM SCHOOL

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school during term time. Stanwick School cannot authorise term time absence other than in exceptional circumstances. Parents do not have the automatic right to take their children out of school during term time and may be issued with a penalty notice (£60 per parent per child) if they do so without the prior arrangement of the Principal. No leave will be granted during SATs.

Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Upon receipt of a request the Principal will make a decision as to whether to authorise the absence, being mindful of government regulations and guidance. The law only allows the Principal to grant leave in **exceptional circumstances**. By definition, special or exceptional trips should not occur regularly. Therefore, requests should not be on an annual basis

For leave of 5 or more consecutive school days in duration, or when the school has concerns about the leave request the Principal or their representative will meet you to discuss your application.

PARENTS SECTION: (Please attach additional sheets if necessary)

Surname of child First name of child

Date of birth Any siblings applying for leave

Surname of Parent or Carer Relationship to child

Home address

Postcode Telephone number

Please state why leave must be taken during term time instead of during school holiday periods.

Length of absence Destination

Date of departure Date due back in to school

Parent/Carer's Signature Date of Application

SCHOOL SECTION: Date application received

Date of meeting with parents/carers if applicable

SIMS ethnicity code

Gender of child

Leave request approved

Parents informed of potential consequences of taking unauthorised leave?

Is Leave of 5 or more consecutive days?

Reason(s) for decision

Number of previous applications granted

**Principal's signature
(or nominated representative)**

Date