

**Application for Leave of Absence during
Term Time**



Pupil Details

Name:		DoB:	
Address & Postcode:		Class/ Form	

Applicant details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Other parent details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Siblings

Name:		School:	
Name:		School:	

Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of days:	

What are the exceptional circumstances for your leave of absence request that you wish the Headteacher to consider?

Name of persons accompanying the child?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

For School Use

Current attendance % :			
Previous LOA? :			
Does the LOA request time coincide with SATS / other examination periods :			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:		YES	NO
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

Absence Codes

Codes	DfE description / explanation	Statistical meaning
C	Leave of absence for exceptional circumstance – the specific facts, circumstances and background for each leave of absence application should be considered individually.	Authorised absence
C1	Leave of absence - performance or undertaking regulated employment abroad – where the Local Authority have granted a performance licence or Body of Person Approval or a JP has granted licence for performance abroad.	Authorised absence
C2	Leave of absence - compulsory school age pupil subject to a part-time timetable – where schools and parents agree, exceptionally that part-time education is in a pupil's best interest.	Authorised absence
E	Suspended or permanently excluded and no alternative provision – if no provision has been made for the pupil to continue education	Authorised absence
G	Holiday not granted by the school – leave of absence not granted by the school. Leave of absence cannot be granted retrospectively or if no application was made in advance.	Unauthorised absence
I	Illness (not medical appointment) – parents should notify schools on the first day a child is unable to attend due to illness.	Authorised absence
J1	Leave of absence for Interview – where an application has been made in advance to attend an interview for employment or admission to another educational establishment.	Authorised absence
M	Leave of absence for medical or dental appointment – appointments should be made outside of school time wherever possible, but where this is unavoidable and a pupil is not present in registration this could be used	Authorised absence
N	Reason for absence not yet established – parents should inform schools of reasons for absence – where the reason is not known, efforts should be made to clarify this and the appropriate code used. If no reason is established within 5 school days, the absence should be recorded as 'O'	Unauthorised absence
O	Absent in other or unknown circumstances – school are not satisfied with the reason for absence	Unauthorised absence
Q	Unable to attend the school because of lack of access arrangements – Local Authority travel arrangements not fulfilled	Attendance not required
R	Religious observance – a day set aside for religious observance by the religious body to which the parent belongs	Authorised absence
S	Leave of absence for Studying for a public examination – to be used sparingly and not be granted by default once tuition of exam syllabus is complete. Provision must still be made for pupils who wish to continue to come to school to revise	Authorised absence
T	Parent travelling for occupational purposes – parent engaged in trade or business of a nature which requires travel from place to place and the pupil is of no fixed abode. Applications should be made in advance. Where possible, parents should arrange continuity of education and be dual-registered.	Authorised absence
U	Arrived in school after registration closed – registers should be open for no longer than 30 minutes. This code to be used where a pupil arrives after registers close, but before the end of the session.	Unauthorised absence