



Jackfield Infant School

Jackfield Street, Burslem, Stoke-on-Trent. ST6 1ET

Office Telephone: 01782 234450

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Head of School: Mrs. R. Davies B.Ed.(Hons),N.P.Q.H.

STOKE-ON-TRENT CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES IN TERM TIME

The Education (Pupil Registration) Regulations 2006

This form should be completed, in advance of the proposed period of absence, by the parent with whom the child normally resides. In line with Government and Local Authority guidance, all leave requests will be dealt with at the discretion of the Governing Body and the child's period of attendance will be taken into account. Please refer to guidance overleaf.

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

Name of Child: Class:

First day of leave requested: Last day:

Number of school days involved:

Do you have siblings at another school? YES / NO

Name of School:

Exceptional circumstances leading to request:

Signed (Parent) Date

The above leave is authorised / not authorised (delete as applicable), in accordance with the school's procedures.

Signed Date
(Head of School on behalf of Chair of Governors)

**Comment by Head of School/Chair of Governors, including number of half-days missed/
% attendance over previous two years (if applicable).**



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The Law states that parents do not have an automatic right to take their child out of school in term time.

Procedures

- Application of absence should be requested two weeks before proposed absence.
- Should parents take leave of absence that is unauthorised by the Head Teacher the Education Welfare Officer may issue a warning letter and, in some cases, a penalty notice may be considered and issued by the Access and Attendance Service.
- As a multi-cultural school/authority we allow one day for "Eid Ul Adha" and one day for "Eid El Ftr": the registers will be marked with the coding "R" (leave of absence for religious observance in respect of other denominations will be granted on application, following advice taken from the relevant advisory authority).
- If an Extended Leave of Absence is requested (for more than two weeks) an appointment should be made with the Head Teacher, before the trip.
- Given that the period agreed or, in the absences of any agreement a period of four weeks, has expired and that no extension to that period has been agreed, the school can remove pupils from roll, in line with "Deletions from the Register" regulation 2006.
- Authorisation will only be granted in exceptional circumstances.
- Historical attendance patterns will be taken into consideration.