

## Portswood Primary School Leave of Absence Application Form 2025/2026

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing.

**Applications should be received at least three weeks in advance to allow consideration**

### Pupil Information:

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS/TUTOR

**Details of siblings at other schools that will be travelling:** *(Please note that we may contact these school/s in relation to this application)*  
**Name of sibling/s:** \_\_\_\_\_ **Current school/schools:** \_\_\_\_\_

**I am applying for leave of absence for my child/children**

**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total number of school days absent:** \_\_\_\_\_

**Please explain fully the purpose of this absence & why it cannot take place during the 13 out of term time weeks:**

**Name of City/Country being visited during the leave of absence?**

*Please attach outbound and inbound flight confirmation concerning the leave of absence and any other supporting evidence.*

**Parent/s email addresses and contact telephone numbers whilst on the leave of absence:**

**Email:**  
**Telephone Number:**  
**Current Address:**

**Has your child had leave of absence in the last 12 months?**

**Yes      No**

**If yes, please provide dates/details:**

**I submit the information above for consideration by the Headteacher:**

**Signed:**  
**Relationship to Pupil:**  
**Date:**

**Printed:**

### 5 DAYS OF ABSENCE

If your child has 5 days of unauthorised absence for a family holiday or authorised absence during the year for a family holiday and takes no other time off for illness or other reasons, their attendance over the school year will be 97.4%

### PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice (currently £80.00) to each parent, for each child if paid within 21 days, rising to £160.00 if paid between day 21 and 28.

- Five days of unauthorised absence which forms all or part of a family holiday will automatically result in the issue of a Penalty Notice to each parent, for each child.
- Penalty Notices can be issued when a statutory school-aged child has had 10 sessions (5 school days) or more of unauthorised absence within a 10 school week period.

### SUPPORTING EVIDENCE

If your leave of absence goes beyond your original request, we will require further evidence to support your reasons for not returning. This could include original flight details and amendments, or medical proof.

Attendance Figure	Days absent by the end of the school year	School time missed by the end of Year 11.
100%	0	0
95%	10	¼ of the year
90%	20	½ of the year
85%	30	¾ of the year
80%	40	1 Whole year