



**Kirkby on Bain Church of England Primary School**  
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 Headteacher: Simon Morley



*Learning together for life*

**APPLICATION FOR LEAVE OF ABSENCE - PUPILS**

Amendments to School Attendance Regulations came into force on 1 September 2013. References to family holiday as well as the statutory threshold of ten school days have been removed and schools may no longer grant any leave of absence during term time unless there are **exceptional circumstances**. We are therefore unable to authorise any holidays during term time. Full details of the changes to legislation can be viewed on the Department for Education (DfE) website at [www.education.gov.uk](http://www.education.gov.uk).

The Governing Body and headteacher support the view that pupils should not be taken out of school for holidays during the school term. All holidays should be taken during the school holiday periods.

Absences, for any reason, cause considerable disruption to pupils' education and to the school and should therefore be avoided if at all possible. Unauthorised absences will be reported to the DfE and the Education Welfare Office.

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**APPLICATION FORM FOR LEAVE OF ABSENCE**

Name of pupil/s: .....

Address: .....

.....

I request permission for leave of absence for the following period:

.....

Reason for absence (please give full details explaining why you consider these to be exceptional circumstances)

.....

.....

.....

Number of school days absence requested.....

Signed ..... parent/carer

Date.....

This form must be completed, signed and forwarded to the headteacher prior to the absence dates requested.

Your request for absence will need to be authorised by the headteacher and you will be notified by the return slip below if leave of absence is to be granted.

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**TO BE COMPLETED BY THE SCHOOL**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

Pupil's name: .....

Number of school days absence requested:.....

Your request for leave of absence has been authorised/not been authorised.

Signed: ..... headteacher Date: .....