



HORNCHURCH

HIGH SCHOOL

EXCELLENCE FOR ALL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM

The Education Regulations 2013, set out by the Department for Education, came into force in September 2013 and state that the Head Teachers may not grant leave of absence during term time unless 'exceptional circumstances' exist.

Taking your child out of school during term time could be detrimental to your child's educational progress. A student who has 10 days' absence will have missed 50 hours of education.

There is **no** entitlement for parents to take their child out of school during term time; however, you may apply for leave of absence if you believe there are 'exceptional circumstances'.

If the absence is not authorised and the leave taken, the Educational Welfare Service may issue a Penalty Notice. This a fine of £60 (increasing to £120 if not paid within 21 days) per student per parent.

Student Name	
Date of Birth	
Year Group	
Form Group	

Absence Start Date	
Absence End Date	
Number of Days Requested	

IMPORTANT: Please remember to attach a letter and/or details of the 'exceptional circumstances' for which you are applying for.

Parental Signature	
Parental Name	
Date	

For School Use Only:

Attendance Percentage			
Number of Sessions Absent	Authorised	Unauthorised	Total