



**DISHFORTH VC CE PRIMARY SCHOOL**  
Grange Close, Dishforth, Thirsk, North Yorkshire YO7 3LN  
Telephone: 01845 577206  
Email: admin@dishforth.n-yorks.sch.uk  
Headteacher – Mrs Katey Lacey

## **APPLICATION FOR PUPIL LEAVE OF ABSENCE – INFORMATION FOR PARENTS/CARERS**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **2 weeks** before the first date of the period of leave being requested. **Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school. The headteacher will only authorise a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis.

**Please note: Head teachers would not be expected to class any term time holiday as exceptional**

This is not an exhaustive list and Head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head teacher is final.

If the school refuses your application, you can still take your child out of school but the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you. In the case of unauthorised leave of absence, the Education Welfare Service may be notified of the holiday taken and a Penalty Notice may be issued.





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Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence. The payment must be made directly to the local authority, regardless of who issues the notice.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

Having read this information, if you still wish to apply for a leave of absence for your child during term time then please complete the application form attached.

For more information about attendance and absence, please refer to the school's Attendance Policy. This can be found on the school website on the 'About Us' tab under Policies.

[Policies < Dishforth Church of England Primary School](#)



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## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

<b>Child/Children's name(s)</b>	<b>Class(s)</b>
<b>Home Address</b>	
<b>Post Code</b>	
<i>I wish to apply for my child/children to be absent from school for the following dates</i>	
<b>First day of absence</b>	
<b>Last day of absence</b>	
<b>Reason for absence from school</b>	
<i>I wish to make an application for my child/children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.</i>	
<b>Name of Parent/Carer making application</b>	
<b>Signed</b>	
<b>Date</b>	

**OFFICE USE ONLY**



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<b>Headteacher to Complete</b>			
Current Attendance %			
Authorised		Unauthorised	
Reason for Decision			
Signed			
Parent informed by letter	Yes	No	Date