



THE BILLERICAY SCHOOL

A MATHS & COMPUTING COLLEGE

School Road, Billericay, Essex, CM12 9LH

Tel 01277 655191 Email info@billericayschool.com www.billericayschool.com

APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Leave of absence may only be granted by the Headteacher or person authorised by the Headteacher to do so. As from 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit Headteacher 's from granting leave of absence to a student, except where an advance application has been made by the parent with who the student normally resides, and the Headteacher considers that there are **exceptional circumstances** relating to the application.

Research has shown that taking your child out of school during term time could be detrimental to your child's educational progress. A student who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the student will miss 50 hours of education.

There is no entitlement for parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are **exceptional circumstances**. If not and the absence is taken it will **not** be authorised and the case will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to **each parent for each child** taken out of school. **NB please note that any time taken to quarantine is counted as unauthorised leave of absence**

Please complete one application per child.

Name of Child	
D.O.B	
Class	
Parents Address	
Students Address (if different)	

Date of First Day of Absence: _____ Date of Return to School _____

Number of Days Requested: _____

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which the leave of absence is being applied for.

Signed: (Parent/Carer): _____ Dated: _____

School office use only:

Request authorised:	
Request requires further information or confirmation (see below):	
Following due consideration, I am unable to agree to your request as the reason provided is not considered as an exceptional circumstance and therefore this will be recorded as 'Unauthorised Holiday' on your child's record:	
Number of sessions absent in last 12 weeks	

Yours sincerely,

Mr P Berry , BA (Hons)
Acting Headteacher

Acting Headteacher: Mr Patrick Berry, BA (Hons)

Deputy Headteacher: Mrs Charlotte Berry, BA (Hons)

Deputy Headteacher: Ms Joanne Ingate, BA (Hons), MA

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