

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

EVERY DAY COUNTS

GOOD ATTENDANCE IN SCHOOL= GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1st September 2013. **These state that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances.**
- Absence for holidays in term time due to the following reasons **will not** be authorised:
 - availability of cheap holidays
 - availability of desired accommodation
 - poor weather experienced in the school holiday period
 - overlap with beginning or end of term
 - holidays booked before checking with the school
 - day trips
 - sporting fixtures and shows
 - holiday dates of siblings at other schools
 - parents leave of absence from work cannot be in school holidays
- There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for absence in term time, the school will take these and other factors into account.
- If the school refuse 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 for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name Class

Home Address

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the circumstances that make it necessary to have a holiday in term time? (Please see notes on the reverse of this form regarding holiday absence)

.....
.....

Do you expect to be taking any more term time holidays this academic year?

.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

To be completed by school:

Absence **authorised**: ____ Absence **unauthorised**: ____ Initial: ____

Absence Application

Consideration has been given to your recent application for absence from school for

Pupil's Name Class

Absence dates from To.....

Absence **authorised**: ____ Absence **unauthorised**: ____

Reason..... Further Action.....

Signed..... Date.....