



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 during Term Time. Before completing the application form, please read these notes carefully:

- The school cannot authorise holidays unless under exceptional circumstances due to the adverse effect upon the child's education.
- Unauthorised absences may be referred to the local authority, which may result in a Fixed Penalty Fine of £160 per parent per child being enforced (under section 444(B) of the Education Act 1996), for failing to ensure regular attendance at school.
- A referral for a penalty notice can be made for up to 10 sessions or more of unauthorised attendance over a 10 week rolling period.
- 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

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 at least 20 school days prior to the proposed holiday.



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

Pupil's Name Class

Home Address
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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 _____

Please explain the circumstances that make it necessary to have a holiday in term time?

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 SCHOOL GIVING AT LEAST 20 SCHOOL DAYS NOTICE OF INTENDED ABSENCE (4 weeks). Please do not book your holiday until you know that the school will authorise your child's absence.

School will not be held liable for any costs incurred.