

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

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 law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and we will not authorise any absence where children miss school for a term time family holiday unless there are exceptional circumstances. Such unauthorised absences of 3 days or more during a six week rolling period will also lead to the school requesting that the Local Authority issue a penalty notice.
- We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. We cannot retrospectively authorise absence from school under any circumstances. If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child.
- There are certain times of the year when a child may experience 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 the school will take these and other factors into account.
- If after consideration, the school refuse your application and you still take your child out of school, the absences will be treated as unauthorised. Such unauthorised absences of 3 days or more during a rolling 6 week period may lead to a request being made for the Local Authority to issue a Penalty Notice. This is not a decision that the school will take lightly and the full context of the situation will be thoroughly considered before making such a decision.
- The school will inform you in writing of their decision regarding the authorisation or otherwise of requested leave of absence during term time.

(Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached. This form should be returned to school at least 4 weeks before the requested absence.)

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

Pupil's Name Tutor Group/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

Reasons for absence from school:

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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 4
WEEKS' NOTICE OF INTENDED ABSENCE**