

Application for leave of absence during term time

Parents and carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important school work and may not be able to catch up – every lesson counts. This could have serious consequences for their academic achievement and opportunities later on in life. Please note that we do not supply work for students on holiday.
- Other student's education could be affected – the time the teachers have to help all the children in a class is reduced when they spend time helping your child catch up after a holiday
- Educational experiences in school are missed as a result of a family holiday and cannot be re-captured later.

There are 190 school days in a year – this leaves 175 days for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form 3 weeks in advance of your departure date and return it to the school's head teacher.

Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances. Please refer to our holiday policy reminder letter which is available on our website.

Each case is considered individually; however, leave will not usually be granted:

- If your child already has low attendance/punctuality
- Your child is not on track to achieve their target level
- The leave coincides with important revisions and examinations periods.

Student's Name _____ Year Group _____

Home Address _____

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

Date of the last day at school _____

Date of return to school _____

Total number of days missed: _____

Reasons for absence from school (please continue on other side if required):

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

Name of Parent/Carer making application _____

Signed: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING A MINIMUM OF 3 WEEKS' NOTICE OF INTENDED ABSENCE. PLEASE DO NOT BOOK HOLIDAYS BEFORE YOU KNOW WHETHER THE ABSENCE WILL BE APPROVED.

For school to complete

Current Attendance _____ Target: _____

Punctuality: _____

Current working levels/grades and targets:

Subject	Current working level/grade	Target level/Grade

Request Authorised / Unauthorised (please delete accordingly)

DOLS/SLT link comments, including information, exams, controlled assessments or mocks.

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Signed

DOL

SLT Link

FGr

Date: _____