

### Application for Leave of Absence in Term Time

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

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
- Other pupils' education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday 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 and return it to the school. **Please be advised that holidays in term time are not a right and authorisation will not be granted unless there are exceptional circumstances.** Each case is considered individually, however, leave will not usually be considered if your child's attendance is below 95% or if the leave coincides with important examinations and assessments.

Pupil's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

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 \_\_\_\_\_

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

(Please attach any additional paperwork that you feel may support your application)

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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 to court for irregular school attendance.

Name of Parent/Carer making application \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN COMPLETED APPLICATION FORM TO THE HEADTEACHER **GIVING AT LEAST 4 WEEKS NOTICE** OF INTENDED ABSENCE.