



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME



PLEASE READ THESE CONDITIONS CAREFULLY BEFORE COMPLETION

### There is no legal right to take your child out of school during term time

There are 13 weeks available for family holidays when the school is closed. We do not want you to take your child out of school during term time. You must ask the school to agree the absence before any arrangements are made. Agreement to each request will only be given in exceptional circumstances at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 1995 – amended 1997) and will only be granted if attendance for individual children is above 96%. Each case will be considered following guidance from the Local Authority and the Department for Education (DfE). School will not agree to your child missing exams and assessments in September or May. Taking your child out of school during term time is detrimental to your child’s educational progress and may lead to a penalty notice and fine.

**If the absence is not authorised and is taken anyway, the case will be referred to the Attendance and Behaviour Service who may issue a Penalty Notice of £60 per parent, per child, if paid within 21 days or £120 per parent, per child, if paid within 28 days.**

NAME OF CHILD(REN):

CLASS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of first day of absence: \_\_\_\_\_

Date of return to school: \_\_\_\_\_

Number of days requested absent from school: \_\_\_\_\_

**(Please attach a letter outlining the reason/s you would like to take your child/ren out of school on the above dates.)**

\_\_\_\_\_



Name of child(ren): \_\_\_\_\_

\_\_\_\_\_

Absence from School approved/not approved from \_\_\_\_\_ Returning on \_\_\_\_\_

Signed on behalf of School Governors \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Designation \_\_\_\_\_

*This portion to be returned to the Parent and then retained for possible inspection*