



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:

- From 1st September 2013, the law states that you do not have the right to take your child out of school for holidays during term time.
- Headteachers cannot authorise holidays during term time at all.
- If you wish to take your child out of school during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence may be granted only in exceptional circumstances.
- The 10 day leave of absence no longer exists.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

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 your child's school as far in advance of the proposed absence as possible.

**APPLICATION BY PARENT/CARER
FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**
(Please read notes overleaf)

Pupil's Name _____ Class _____ Year Group _____

Home Address _____

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

Date of first day of absence _____ **Date of Return to School** _____

Total number of school days missed _____

Could you please explain the exceptional circumstances that make it necessary for your child to be absent in term time? :

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.

REPLY FROM MRS REVILL, HEADTEACHER, MEADOW LANE INFANT SCHOOL.

Dear _____

Thank you for your application for Leave of Absence as above. I confirm that this leave has been noted and will be classified as:

Authorised: Number of days: _____ **Unauthorised:** Number of days: _____

If your request for additional leave has been classified as unauthorised it is for the following reason:

Reason for request does not qualify for authorised leave.

Signed _____ **Headteacher / Date** _____

Please be aware that when parents / carers choose to withdraw their children during term time, the school is unable to set, monitor or mark work for the period of the absence.

Copy to:	Parent/Carer	Class Teacher	File	Computer
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