



## **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 to take part in a family holiday. 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 schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.
- 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 and give permission for a holiday in term time, the school will take these and other factors into account.
- 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 of £60 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 to accompany you on holiday 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 holiday as possible.

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

Pupil's Name ..... Tutor Group/Class .....

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:

.....

*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 YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**