

# 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 to take part in an annual 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 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 at least 4 weeks in advance in writing using the attached form. Permission for authorised leave of absence may be granted for a holiday in special circumstances, totalling no more than two weeks in any school year. Please note the school year is from September to July.
- The Department for Children Schools & Families state that absence for holidays in term time due to the following reasons will not be authorised:
  - availability of cheap holidays
  - availability of desired accommodation
  - poor weather experienced in the school holiday period
  - overlap with beginning or end of term
  - holidays booked before checking with the school
  - day trips

*(Keeping Pupil Registers – guidance in applying pupil registration regulations - DCSF September 2006)*
- There are certain times of the year when a child may experience extra 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.
- 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 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.

## Request for Holiday during Term Time

Please list all school age children in your family

Student's Name ..... School.....

Student's Name ..... School.....

Student's Name ..... School.....

Home Address .....

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I wish to apply for my child/children 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 .....

Please explain the circumstances that make it necessary to have a holiday in term time?

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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 for irregular school attendance.*

Name of Parent/Carer making application .....

Signed .....

Date .....

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

**Please do not book your holiday until you know that the school will authorise your  
child's absence**