

## Application for Leave of Absence in Term Time

Parents and carers are strongly urged not to book holidays or take special 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 Head teacher/ Inclusion manager.

**Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.**

Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

<b>Please complete all parts of the form</b>	
Names of pupils	1. 2. 3.
Classes/ year group	1. 2. 3.
Home address and contact numbers	Address:
	Contact Numbers:
Email:	
<b>I wish to apply for my child to be absent from school during the following dates:</b>	
Date of Last day at School	
Date of Return to School	
Numbers of days absent	
Reason for leave of absence	

*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 INCLUSION OFFICE GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**