



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.

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, please complete this form and return it to the Headteacher. **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 is unlikely to be granted unless there are genuine exceptional circumstances.

Child's Name _____ Year Group _____

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 (please continue on other side if needed):

I am making an 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.

(Please print)
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