



SCHOOL NAME:

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

As a Parent/Carer, you should complete this form and return it to your child's school AT LEAST FOUR (4) WEEKS before the date when you want the period of absence to start.

(A separate application must be completed for each child)

Child's Full Name:.....

Date of Birth.....Year Group.....Class/Form.....

Address.....

Period of Absence: From..... To.....(inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time)

Name:..... Relationship to child:.....

Signed:..... Date:.....

The school will consider these points before authorising leave:

- *Your child's previous attendance history*
- *Your child's stage of education and ability to catch up on missed schooling*
- *The time of year (SATS or exams)*
- *The nature of the request (e.g. exceptional circumstances)*

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

- Previous holidays checked
- Form/Class teacher informed/consulted
- Headteacher or Head of Year to authorise
- Supporting evidence required

Application for Leave of Absence During Term Time Return Slip

To: Parent/Carer

Permission has / has not been granted for

to be absent from school for..... days fromto..... (inclusive).

Reasons given (if appropriate)

.....

Signed:..... Date:.....
Headteacher/Head of Year

Please Note: *Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*