



Application for leave of absence during term time

Background

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives.

Permission must be sought in advance and must be for 'exceptional circumstances.' Absence from school will only be authorised in exceptional circumstances. When deciding whether to allow term time leave for any reason, the school will only consider:

- The reason for the leave including
 - If the absence is unavoidable
 - Beyond the control and/or decision making of parents
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed

If the Headteacher refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a Fixed Penalty Notice fine of up to £120.

I wish to apply for:

Name:	Class:
Name:	Class:
Name:	Class:

To be absent from school fromto

Reason for request of absence during term time:

Signature of Parent/Carer	Date

School Use Only

- Authorised. The Headteacher agrees to your child being absent from school on the specified dates**
- Unauthorised. The Headteacher does not authorise your request for leave in term time because your circumstances are not considered as 'exceptional'**

Signature Headteacher:

Date