



**APPLICATION BY PARENT/CARER
FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Name of Child(ren).....

Class.....

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 first day of holiday.....

Date of last day of holiday.....

Date of return to school.....

Reason for absence from school.....

.....

.....

.....

I make an application for my child(ren) 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 Summons for irregular school attendance.

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

Signed.....

Dated.....

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE.

Gamston St Peter's C of E Primary School

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 in advance in writing, using the attached form. Permission for authorised leave of absence may be granted for holidays in special circumstances, totalling no more than 10 school days in any school year, unless there are very exceptional circumstances. Please note the school year is from September to July.
- The Department for Education state that absence for holidays in term time due to the following reasons will not be authorised:
 - Availability of cheaper 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 school
 - Day trips
- 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. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- 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 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 the School Office as far in advance of the proposed holiday as possible.