



## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have any automatic entitlement to take your child out of school during term time to go on holiday.
- Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, when a pupil is just starting at the 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.
- All applications for leave must be made in advance and will be granted at the discretion of the Headmaster. Consideration will be given to each application individually.
- Any period of leave taken without the agreement of the school or in excess of that agreed, will be classed as unauthorised.

# APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME



Pupil's Name ..... Tutor Group/Class .....

I wish to apply for my child to be absent from school during the following dates:

From ..... date to ..... (inclusive)

Total number of school days that will be missed .....

Reasons for absence: **\*\*Please note that we do not authorise holidays in term time**  
(please tick a box below)

- Dental or medical appointment
- Public Exam or Music Exam
- Visiting Senior School/(name of school) .....
- Religious observance
- Other .....

*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. A record of this absence will be placed on the student's school file.*

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

Signed ..... Date .....

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## **THIS SECTION TO BE COMPLETED BY THE SCHOOL & FORM RETURNED TO PARENTS**

*A record of this absence will be placed on the student's school file.*

Absence request for ..... days

Previous total absence days this year .....

Current attendance ..... % as at (date) .....

- Absence authorised
- Absence unauthorised