

APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY / EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice if they do so without prior permission from the Headteacher.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave**.

Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of statutory requirements. Legislation only allows the Headteacher to authorise such leave in ***exceptional circumstances***.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARENTS’ SECTION** |  |  |  | |  |
| Surname of child: |  |  | |  | First Name of child: |
|  |  |  | |  |  |
| Date of Birth: |  |  | |  | Year Group: |
|  |  |  | |  |  |
|  |  |  | |  |  |
| Surname of parent/carer: |  |  | |  | First name: |
|  |  |  | |  |  |
| Relationship to child: |  |  | |  | Are there any siblings applying for leave |
| Home address |  |  | |  |  |
|  |  |  | |  |  |
| Postcode: |  |  | |  | Telephone number: |
|  |  |  | |  |  |
| Please state why leave must be  taken during term time instead of during school holiday periods: | | | | | |
|  | | | | | |
| Length of absence :  (number of days off school) | | | |  | Destination: |
|  |  |  | |  |  |
| Date of departure Date due back in school | | | | | |

|  |  |  |
| --- | --- | --- |
| Emergency UK telephone contact name and number: |  | Other emergency contact details, if leave is outside the UK |

|  |  |
| --- | --- |
| Employer Details  If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays. | Name  Address  Date |
|  |  |
| **Parent/carer's signature:** | **Date of Application:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL SECTION** |  |  |  |  |  |  |
| Date application received: | Pupil's %  Attendance  this academic year: |  |  |  |  |  |
| Date of meeting with parent(s): (if applicable)  Number of previous applications | | | | | | |
|  | | | | | | |
| About the request: (Please circle) | Leave request approved  Parent(s) informed of potential consequences of taking unauthorised leave |  |  | **Yes** |  | **No** |
|  |  |  | **Yes** |  | **No** |

Reason (s) for decisions

Headteacher’s signature Date

**PENALTY NOTICE AND FINE:**

Each case will be considered individually. A penalty notice for non-attendance will be issued in cases of unauthorised absence for **10 school sessions (five days) and above in any one term** and **14 sessions (7 days) lost to unauthorised absence over two consecutive terms**.

# Penalty Notices will be issued by the Local Authority. Arrangements for payment will be detailed on the penalty notice proforma. Payment of a penalty within 21 days of receipt of the penalty notice is

£60. Payment after this time, but within 28 days of receipt of the notice is £120.