

Grange Infant School Application for absence in term time

Parents do **not** have a right to take their children out of school for holidays during term time.

By law - You must ask permission for your child to miss school.

It is up to the Principal to decide whether or not the absence will be authorised. **If the absence is not authorised you risk a £60 penalty notice per parent if paid within the 21 days or £120 if paid up to 28 days.**

Parents wishing to apply for their child to have leave from school **MUST** complete this form and return it to school for authorisation, if possible **well in advance** of the proposed leave.

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Surname of Parent/Carer		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for requesting absence in term-time		
	Would (s)he miss any national tests or examinations?	Yes/No	
	Is his/her attendance already below 90% or a previously agreed individual target?	Yes/No	
	Is the proposed absence during the month of September?	Yes/No	
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)	Yes/No	
	Did (s)he have leave of absence during term-time in the previous school year?	Yes/No	
Length of absence (school days)		From (date)	To (date)
Emergency telephone contact			
Name of siblings and school/s attended			
Parent/Carer's signature			

SCHOOL SECTION

Absence in term time	(i) approved <input type="text"/> school days (ii) not approved <input type="text"/> school days The school will put forward a Fixed Penalty Notice to the Local Authority: Y / N	Attendance Policy states that any unauthorised absence in term time may result in the issuing of a Fixed Penalty Notice.
Current Attendance:	%	School Target: 96%
Date of meeting with Parent		
Principal's signature		
Gender of child	Female	Male
Number of previous applications granted		

A copy of this form has been sent to the parents after consideration, on _____.