

APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY / EXTENDED LEAVE



Hambleton Primary Academy and Nursery School

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

(Please attach additional sheets if necessary)

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:

Attendance in the last academic year (this can be found on the end of year report)

Please state why leave must be taken during term time instead of during school holiday periods

Length of absence : 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	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>

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 granted

Male	Female
------	--------

Gender

About the request: (Please circle)

Leave request approved	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
Parent(s) informed of potential consequences of failure to return on due date	Yes	No

Reason (s) for decisions

Headteachers signature

Date

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.