

|  |
| --- |
| **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** (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 duringschool holiday periods  |
| Length of absence : (number of days in 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 |  |
| Telephone |  |

 |
| **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) FemaleMaleGenderLeave request approved | Number of previous applications granted **Yes****No** |
|  |  |  |
| Parent(s) informed of potential consequences of taking unauthorised leave |  | **Yes****No** |
| About the request: (Please circle)  |  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.