A logo for a primary school

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| **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***.

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| **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 :  (number of days in school) | Destination: |
| Date of departure Date due back in school | |

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| 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:** | |

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| **SCHOOL SECTION** | | | | | | |
| Date application  received: | | | | Pupil's % Attendance  this academic year: | | |
| Date of meeting with parent(s):  (if applicable)  Female  Male  Gender  Leave 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** |
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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.