

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 of your child's school to decide whether or not the absence will be authorised. If the absence is not authorised you risk a £60 penalty notice per parent, per absence, per child if paid within the 28 days or £120 if paid up to 42 days.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation 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/Guardian		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			
Parent's/Guardian's signature			

SCHOOL SECTION

Absence in term time		(i) approved <input type="text"/> school days	WHF Policy states that any unauthorised absence in term time may result in the issuing of a Fixed Penalty Notice.	
		(ii) not approved <input type="text"/> school days		
Date of meeting with Parent				
Principal's signature				
<input type="checkbox"/> White British	<input type="checkbox"/> Mixed White & Black Caribbean	<input type="checkbox"/> Asian/British Kashmiri	<input type="checkbox"/> Chinese	
<input type="checkbox"/> White Irish	<input type="checkbox"/> Mixed Other	<input type="checkbox"/> Asian/British Other	<input type="checkbox"/> Any other Ethnic Group	
<input type="checkbox"/> White Other	<input type="checkbox"/> Asian/British Bangladeshi	<input type="checkbox"/> British/Black Caribbean	<input type="checkbox"/> White Traveller – Irish Heritage	
<input type="checkbox"/> Mixed White & Black African	<input type="checkbox"/> Asian/British Indian	<input type="checkbox"/> British/Black African	<input type="checkbox"/> White Gypsy/Roma	
<input type="checkbox"/> MA Mixed White & Asian	<input type="checkbox"/> Asian/British Pakistani	<input type="checkbox"/> British/Black Other		
Gender of child	Female		Male	
Number of previous applications granted				

Please return a copy of this form to the parent after consideration.