



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf is an application form for you to request permission for your child to be absent from school during term time to take part in a family holiday. Before completing the form, please read these notes carefully.

The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

If you wish to take your child on holiday during term time, you must apply for permission in writing using this form. Unless there are very exceptional circumstances, then holidays during term time will be **'unauthorised'** by the Head of School.

There are certain times of the year when a child may experience problems because of missing school. These include examination periods, when starting a new school, and at the start of a new school term. In deciding whether or not to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.

If the school refuses your application and you still take your child out of school, the absence will be treated as **unauthorised**.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please complete the application overleaf. This form should be returned to your child's school as far in advance of the proposed holiday as possible.



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PLEASE RETURN COMPLETED APPLICATION TO LEARNING MANGER. You must give at least 4 weeks notice to receive a decision.

Learner Name			
Address inc Postcode			
Date(s) of absence	From:		To:
Reason for absence			
Name of Person making application			
Relationship to Learner			
I wish to make an application for my child named below to have absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised.			
Signed:		Date	

Learning Manager to complete below details and share with Head Teacher:

Current Attendance % to date this year	
Current achievement levels	

On completion parents/carers will receive an email to confirm the receipt of the application and a decision from the Head Teacher regarding how the absence will be recorded.