



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf is an application form for requesting permission for your child to be absent from school in term time. Before completing the application 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 Authority works with schools to reduce the number of children missing school because of leave taken in term time. Schools have the authority to refuse your request to take your child out of school in term time.

If you wish to take your child on holiday during term time, you must apply for permission in advance by **completing the attached form**. Permission for authorised leave of absence may be granted only in exceptional circumstances. All requests for holiday leave are recorded as unauthorised unless there are evidenced exceptional circumstances.

The Department for Children, Schools and Families state that absence for holidays in term time due to the following reasons will not be authorised:

- Availability of low cost holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with the beginning or end of a term
- Holidays booked before checking with the school Academic calendar
- Family days out

There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a leave of absence in term time, the school will take these and other factors into account.

If the school refuse your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or Summons being issued against you. Please note Penalty Notices are issued per parent per child. Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application form attached.

This form should be completed and returned to the Principal, Ms Johnson at least 4 weeks prior to the departure date.

Application by Parent/Carer for Leave of Absence from School during Term Time

Pupil's Name	Tutor	Year Group
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Home Address

First day of absence	Date of return to school	Total Number of school days missed
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<p>Please explain the circumstances that make it necessary to have an absence in term time. (Requests for holiday absence must also be accompanied by a letter to the Principal)</p>
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I make application for my child, named above, to be absent from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application	
Signed	Date

PLEASE RETURN COMPLETED APPLICATION FORM GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.

REPLY FROM MS JOHNSON, PRINCIPAL, ELLIS GUILFORD SCHOOL

Dear _____

I confirm that your application to withdraw _____ from school for the period _____ has been noted and will be classified and recorded as:

Days Recorded as Authorised on your child's school record
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Days Recorded as Unauthorised on your child's school record
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