



**APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE
DURING TERM TIME**

Child/Children's name(s) and Tutor Group(s)	
Home Address	
Postcode:	
I wish to apply for my child to be absent from school during the following dates:	
Date of last day at school	
Date of return to school	
Reason for absence from school:	
I wish to make an application for my child/children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absences 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	

Head of Year to complete:	
Current attendance %	
Current achievement levels	
Signed: (Year)	(Head of

Signed (Head of School)

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL RECEPTION. YOU MUST GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.
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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. Unauthorised absences may lead to the issue of a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance.
- 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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