**APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL**

**HOLIDAY FROM SCHOOL DURING TERM TIME**

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| **Time off school for family holidays is not a right. Headteachers can only grant leave of absence in exceptional circumstances such as :*** **For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil’s education;**
* **When a family needs to spend time together to support each other during or after a crisis.**

**Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above.****If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.** |

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| NAME OF CHILD(REN) |  |
| D.O.B. |  |
| CLASS: |  |

Date of First Day of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Days Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for holiday to be taken during term time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School/office use only:**

**Total sessions (i.e. half days) pupil absence this year:**

**Total unauthorised pupil absences this year:**