



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

EVERY DAY COUNTS GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully:

- From 1st September 2013, the law states that you do not have the right to take your child out of school for holidays during term time.
- Head Teachers cannot authorise holidays during term time at all.
- If you wish to take your child out of school during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence may be granted only in exceptional circumstances.
- The 10 day leave of absence no longer exists.
- 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 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, then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed absence as possible.

Above 97%	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
95%	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
90%	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

**APPLICATION BY PARENT/CARER
FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

(Please read notes overleaf)

Pupil's Name _____ Class _____ Year Group _____

Home Address _____

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence _____ **Date of Return to School** _____

Total number of school days missed _____

Could you please explain the exceptional circumstances that make it necessary for your child to be absent in term time? :

I make application for my child, named above, to have authorised absence 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.

Do you have a child at another school?

Name of School _____ **Name of child** _____

Name of Parent/Carer making application _____

Signed _____ **Date** _____

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

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