

Threshfield Primary School

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 7 days before the first date of the period of absence being requested. Parents/carers must obtain the schools permission before making any bookings for holidays in term time.

No parent/carer can demand leave of absence for the purposes of a holiday as of right. The Education Regulations state that applications must be made in advance by a parent with whom the child lives and can only be authorised by the school in special circumstances. Each application is considered individually by the school taking into account factors like the timing of the holiday and the child's attendance record. Parents who take a child on holiday in term time without the permission of the school risk being issued with a penalty notice fine.

Taking a holiday during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

Name of pupil(s)

Address

Telephone

I request permission for my child to be absent from school

Last date in school.....

Date back in school.....

Total days absent from school.....

Special circumstances for request

Signature of parent/carer..... Date.....

For school use only

Seen by head teacher/head of year (signature)..... Date.....

Decision reached.....Other outcome.....

Date reply returned.....