APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Everton Primary School

Overleaf is an application form for you to request permission for your child to be absent from school. 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 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 school are within their right to refuse your request to take your child out of school.

- Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

- 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 then please complete the application attached. This form should be returned to your child's school not later than 28 day prior to the requested absence.

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

Pupil's Name …… Tutor Group/Class ……

Home Address …….
……

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 ……..

Total number of school days missed …….

Reasons for absence from school (please attach further information and/or evidence if you feel that this will support your application)
……..

……..
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.

Name of Parent/Carer making application ……..

Signed ……

Date ……

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 28 DAYS NOTICE OF INTENDED ABSENCE

Your application for leave of absence from school during term time for _____ has been approved.

Signed_____ Date_____

Your application for leave of absence from school during term time for _____ has not been approved.

If you still decide to take your child out of school, the absence will be treated as unauthorised.

Signed_____ Date_____