



# St Ippolyts C.E. (Aided) Primary School

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## 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 to take part in a family holiday. 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 for holidays during term time. The Local 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 the attached form. Permission for authorised leave of absence **may** be granted for holidays totalling no more than 10 days in any school year, unless there are very exceptional circumstances.
- The Department for Children Schools & Families state that absence for holidays in term time due to the following reasons should **not** be authorised:
  - availability of cheap holidays
  - availability of desired accommodation
  - poor weather experienced in the school holiday period
  - overlap with beginning of terms
  - holidays *booked before checking* with the school
  - day trips
- There are certain times of the year when a child may experience problems because of missing school. These include assessment periods, at the time of starting a new school or class and at the start of a new school term, particularly in September. In deciding whether 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 reject your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may ultimately lead to further action taken by the Education Welfare Service.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to school as far in advance of the proposed holiday as possible, but **not less than 28 days**.

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD IN SCHOOL.**

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

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD IN SCHOOL.**

Pupil's Name .....Year.....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 .....

Full reasons why the proposed holiday cannot be taken in the school holidays  
(you may attach a separate letter to the form if you wish):

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*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.*

Name of Parent/Carer making application .....

Signed .....

Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S  
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE  
Please do not book your holiday until you know that the school will  
authorise your child's absence. Thank you.**