



APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY / EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school in order to take a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice if they do so without prior permission from the Principal.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave.**

Upon receipt of a request the Principal will make a decision as to whether to authorise the absence, being mindful of statutory requirements. Legislation only allows the Principal to authorise such leave in **exceptional circumstances**.

PARENTS' SECTION

(Please attach additional sheets if necessary)

Surname of child: First Name of child:

Date of Birth: Year Group:

Surname of parent/carer: First name:

Relationship to child: Are there any siblings applying for leave:

Home address:

Postcode: Telephone number:

Please state why leave must be taken during term time instead of during school holiday periods:

Length of absence : (number of days off school) Destination:

Date of departure: Date due back in school:

Emergency UK telephone contact name and number: Other emergency contact details, if leave is outside the UK:

Employer Details

If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name	
Address	
Telephone	

Parent/carer's signature:

Date of Application:

SCHOOL SECTION

Date application received:

Pupil's % Attendance this academic year:

Date of meeting with parent(s): (if applicable)

Number of previous applications

About the request: (Please circle)

Leave request approved

 Yes No

Parent(s) informed of potential consequences of taking unauthorised leave

 Yes No

Reason (s) for decisions

Principal's signature

Date

PENALTY NOTICE AND FINE:

Each case will be considered individually. A penalty notice for non-attendance will be issued in cases of unauthorised absence for **10 school sessions (five days) and above in any one term and 14 sessions (7 days) lost to unauthorised absence over two consecutive terms.**

Penalty Notices will be issued by the Local Authority. Arrangements for payment will be detailed on the penalty notice proforma. Payment of a penalty within 21 days of receipt of the penalty notice is £60. Payment after this time, but within 28 days of receipt of the notice is £120.