

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Every day counts

Good attendance in school = good progress



Attached is an application form for requesting permission for your child to be absent from school in term time. 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 Education Authority works with schools to reduce the number of children missing school because of leave taken in term time. Schools have the authority to refuse your request to take your child out of school in term time.

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 in term time if Exceptional Circumstances can be evidenced at the discretion of the Principal. Please note the school year is from September to July.

The Department for Children, Schools and Families state that absence for holidays in term time due to the following reasons will not be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with the beginning or end of a term
- Holidays booked before checking with the school Academic calendar
- Family days out

There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a leave of absence in term time, the school will take these and other factors into account.

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 form attached.

This form should be returned to the Attendance Team at the Bulwell Academy as far in advance of the proposed leave of absence as possible but not later than 4 weeks prior to the departure date.



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

Please complete all sections below and return to the Attendance Officer. Consent for term time leave of absence will not be granted without a full description of special circumstances. The school requests that parents use the allocated school holiday period for vacations.

Student's name: _____ Tutor group: _____

Sibling name: _____ Tutor group: _____

Home address _____

Email address: _____ Mobile: _____

First day of absence: _____ Date of return to school: _____

Total number of school days missed: _____

Special circumstances (reference to reading conditions of authorisation), of why you wish to remove your child from school for a leave of absence and why the school holiday period cannot be used)

Please describe what measures you intend to take to ensure that your child is not disadvantaged by missing essential elements of the curriculum

Can I make an application for my child/children named above to have authorised absence from school for the reasons stated?

Evidence required with all leave of absence requests in term time:

- Copy of travel arrangements / Letter from employer stating only available time off / Medical confirmation / Funeral Order of Service / Wedding invitation

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 the application: _____

Signed: _____ Date: _____

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

Office use only:

Attendance % current year: _____ Previous year's attendance %: _____

Holidays taken previously in term time: _____

Authorised: [] Unauthorised: [] Reason: _____

Principal Signature _____ Date: _____