

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME



In order to minimise disruption to your child's learning, it is highly beneficial to not take leave of absence during term time. The governing body, however, recognises that there are certain circumstances which may necessitate this.

The Department for Education now states that Leave of Absence during term time can be granted only in exceptional circumstances and that all holiday absences will be unauthorised. The school can refer parents taking unauthorised leave to the Education Welfare Office for the process of implementing fines.

The governing body of the school accepts that no leave of absence will be granted unless there are exceptional circumstances. However, as a school, we will **not** refer parents to the Education Welfare Office for unauthorised leave of absence if all of the following criteria are met:

1. Applications are made at least one month prior to the proposed absence;
2. Current attendance and that for the previous year are above 90%;
3. Only one requested period of up to 10 days per academic year is made, regardless of the number of days;
4. The request is not for the first week of any term; does not conflict with SATs.

Please check the above criteria carefully.

Please note that meeting these criteria will not mean that the request is authorised, but that the school will not refer the leave of absence to the Education Welfare Office. If the criteria are not met, the school may refer the unauthorised leave of absence.

I am writing to inform you that I wish to withdraw my child from school for the period:

_____ to _____ involving _____ days absence from school.

The reasons giving rise to this request are as follows:-

I understand that this will be entered in the school attendance register as **unauthorised** unless the Governing Body considers there are exceptional circumstances to justify this request.

Signed _____ (Parent/Guardian) Date _____

Name of Parent/Guardian _____

Parents email address _____

Name of child _____ Class _____

Reply will be emailed to you