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## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Attached is an application form for you to request permission for your child to be absent from school to take part in an annual 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 Education 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 advance in writing using the attached form. Permission for authorised leave of absence may be granted for holidays in exceptional circumstances. Please note the school year is from September to July.
- The Department for Children Schools & 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 beginning or end of term
  - holidays booked before checking with the school
  - day trips
- There are certain times of the year when a child may experience extra 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 holiday 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.

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 your child's school as far in advance of the proposed holiday as possible.

**WARNING!** The Local Authority may issue a fixed penalty notice if you choose to take an unauthorised term time holiday. Your local council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days. From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

### Assessment Dates 2024/2025

- Year 6 SATs Examinations – w/c 11<sup>th</sup> May 2026 (Mon – Thurs)
  - Year1 Phonics Screening – w/c 8<sup>th</sup> June 2026
  - Year 4 Multiplications Check – during June 2026
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APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name ..... Class .....

Home Address .....

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I wish to apply for my child to be absent from school during the following dates:

- Date of Last day attending School .....
- Date of Return to School .....
- Total number of school days missed .....

Could you please explain the circumstances that make it necessary to have time off during term time and why it should be regarded as exceptional.

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Do you expect to be taking any more term time holidays this academic year?

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Have you already requested any term time holiday this year?

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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 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 THE SCHOOL OFFICE, GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

I confirm that the above request has been considered and will be recorded as  
Authorised/Unauthorised on the Attendance Register

Signature of Head Teacher ..... Date .....

FOR OFFICE USE ONLY

Authorised days..... Unauthorised days.....

