

Application for absence for holidays in term time

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

PARENTS TO FILL IN

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for taking a holiday in term-time	<i>append additional information if necessary</i>	
	Would (s)he miss any national tests or examinations?		Yes / No
	Is his/her attendance already below 90% or a previously agreed individual target?		Yes / No
	Is the proposed absence during the month of September?		Yes / No
	Would (s)he be absent for more than ten school days?		Yes / No
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes / No
	Did (s)he have leave of absence during term-time in the previous school year?		Yes / No
Length of absence (school days)		From (date)	To (date)
Parent's/Guardian's signature			