



Please return to the attendance office. Application for leave of absence for your child during term-time

As a parent/carer you should complete this form and return it to school before the date you want the period of absence to start. (A separate application must be completed for each child).

Child's Full Name:		Date of Birth:
Form:	Year Group:	Period of Absence: for days
From:	To:	
Reason requesting absence (if request is for a family holiday, please explain the special circumstances why this MUST be in term time).		
Parent/carer name:		Relationship to child:
Signature:		Date:

Please indicate if your child has siblings in any of our partner schools:

- Roecroft St. Mary's Gothic Mede Fairfield Park Samuel Whitbread

If other please specify

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

Current Attendance: %
<input type="checkbox"/> Previous holidays checked <input type="checkbox"/> Attendance Officer <input type="checkbox"/> HOY <input type="checkbox"/> Vice Principal

Application for leave of absence during term time return slip

To:	parent/carer
<input type="checkbox"/> Permission has been granted <input type="checkbox"/> Permission has not been granted for:	
To be absent from school for days From:	To: (inclusive)
Reasons given (if appropriate)	
Signed:	Principal/Vice Principal Date

Please Note: There is no automatic right to absence for a family holiday. Holiday absences which have not been agreed will be marked as unauthorised and will be referred to the Local Authority for consideration of a Penalty Notice or other action. The Policy is regularly updated and amended to take into account Local Authority and National guidelines. **Please do not book any holiday until the school has been consulted.**

Following guidance from the Department for Education and Bedfordshire County Council which advises that unless special circumstances are identified then term time holidays should not be authorised. Any holidays taken without consultation or school authorisation will by definition be unauthorised.

Retrospective applications will not be considered and the time taken will be processed as unauthorised absence. The Principal may only grant such requests in exceptional circumstances and the Principal's decision is final on whether the request is approved and the length of absence approved.

There is no longer automatic entitlement for pupils to be absent for holidays during term time. You must provide additional information outlining why the holiday must be in term time, this application will then be considered carefully and only in special circumstances* will it be authorised. Should your application not be authorised and the holiday is taken then the Educational Welfare Service may issue a fixed penalty warning. Any subsequent unauthorised holidays taken whilst your child is at the school could then trigger the fixed penalty being issued. Applications for holidays must be made in advance and **only the parent with whom the child normally resides.**

*Special circumstances are defined as:

'For service personnel and other employees prevented from taking holidays outside term-time if the holiday will have a minimal disruption to the pupil's education': and when the family needs to spend more time together to support each other after a 'crisis'.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term

We also recommend that holidays are not taken during assessment times (May-June).

Please support us by avoiding holidays during school term time.