

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

EVERY DAY COUNTS GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school to take part in a 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 writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances. Please note the school year id from September to July.
- September 2013 brought in new changes. Only in 'exceptional circumstances' can children be taken out of school:
 1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
 2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
 3. The death or terminal illness of a person close to the family
 4. Out of school programmes such as music, arts or sport operating at a high standard of achievement
 5. Religious observance – The Education Act 1996 S444(3)(c) states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
 6. To attend a wedding, funeral or 'special' family event

Examples of circumstances not considered as exceptional are:

- Holidays abroad for the purpose of visiting a sick relative (except where that person is seriously ill)
- Holidays taken in term time due to lower cost/parental work commitments

These will be classed as 'unauthorised' and will be reported on the end of year report.

- 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 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. 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 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.

**KEYWORTH PRIMARY & NURSERY SCHOOL
APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name Tutor Group/Class

Home Address

.....

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

Date of Last day at School Date of Return to School

Total number of school days missed

Reasons for absence from school:

.....

.....
Please indicate which of the reasons 1-6 (see reverse of sheet) applies to your application and give further details below :

Reason number: Further details:

.....

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 YOUR CHILD'S
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE
Please do not book your holiday until you know that the school will
authorise your child's absence**

For school use only

Approved / Not approved

Signed.....

Dated.....