

## REQUEST FOR ABSENCE IN TERM TIME – APPLICATION FORM

Please complete this form and return it to the school AT LEAST SIX WEEKS before the date when you want the absence date. (A separate application must be completed for each child)

NB: The school, governors and government do not endorse any time off school. This form does not imply that authorisation will be granted but is more a vehicle for obtaining relevant information.

Child's full name		Date of birth	
Class		Address:	
Period of absence: ..... days	From:	To:	
Please explain the exceptional circumstances of why the holiday MUST be in term time. Please provide written evidence for the circumstances cited*.			
Do you have children in other local schools? If so please name them and the schools which they attend.	Name	School	
	Name	School	
	Name	School	
	Name	School	
Name:	Relationship to child		
Signed:	Date:		

Information for parents/carers:

- There is no automatic right to absence for a family holiday. Authorisation will depend on whether the application meets the school's criteria, the pupil's current attendance record.
- Request for the absence should be submitted to the school no less than 6 weeks prior to the start of the holiday by the parent/carer with whom the child normally lives.
- Authorisation during examination periods (eg SATs) and in the first term of any new school placement will not be granted, nor will time off either side of school holidays be granted.
- Any requests for extended absence from school (more than ten school days in any academic year) will require an interview with a senior member of school staff. Only in exceptional circumstances will such leave be authorised.

**\*Acceptable Evidence:**

- Proof of when tickets were booked
- Copies of the outgoing and return tickets
- If you are citing a death in the family as a reason for travel please provide a copy of the death certificate
- If you are citing a critical illness within the family please provide a doctor/consultant's report.

**For school use:**

Does this request meet 'special circumstances' criteria?		Timetable checked?	
Class teacher consulted?		Previous holiday checked?	
Current attendance %		Interview offered to parent/ carer?	
If interview offered – date of interview			
Request for leave of absence authorised?			
Is fine applicable?			
Signature	Date		