**TEMPLE SOWERBY**



**C.E. SCHOOL**

**Leave of Absence in Term Time**

**Application Form**

Statutory legislation affecting attendance regulations came into force on 1 September 2013. Headteacher's may not grant any leave of absence during term time unless there are ‘exceptional circumstances’. It is therefore expected that parents/carers will NOT arrange family holidays to take place during term time. However, if there are appropriate exceptional reasons for the leave of absence and provided your child’s attendance is otherwise excellent, you are advised to apply for leave of absence by completing this form and returning to Mr Laithwaite, Headteacher, for consideration and authorisation before confirming your holiday arrangements. Please be aware that parents/carers can be fined for taking their child on holiday during term-time without consent from school and we are keen for our parents/carers to avoid finding themselves in this position.

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| **PART 1: TO BE COMPLETED BY PARENT/CARER**  I am writing to request permission for my child to be absent from school. This absence is exceptional. I have checked that this period of absence does not coincide with any assessment period. I will ensure that he/she catches up on any work missed during his/her absence.  Please explain the **EXCEPTIONAL** circumstance:  Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First date of absence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total no. of days absent:\_\_\_\_\_  Name of Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PART 2: TO BE COMPLETED BY SCHOOL**  Current Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendance last year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current number of days of authorised leave of absence so far this year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Authorised  Not authorised for the following reasons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Headteacher’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Code to be used: |