



Halam Church of England Primary School

Life in all its fullness

Executive Headteacher: Mrs Aly Speed

The Turnpike, Halam, Newark, Notts NG22 8AE

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Application for a Leave of Absence during Term Time

Attached to this letter is an application form for you to request permission for your child to be absent from school for exceptional circumstances. 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 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.
- In the light of the change by the Government to make it more difficult for schools to authorise time off school, the Local Authority has made it clear that circumstances must be exceptional.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using this form. Unless there are very exceptional circumstances, then holidays during term time will be 'unauthorised' by the Headteacher.

Guidance from the Government states that absence for holidays in term time due to the following reasons will not be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with beginning or end of term/half term
- Holidays booked before checking with the school
- Day trips
- There are certain times of the year when a child may experience problems because of missing school. These include assessment weeks, 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 refuses 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 (fine) being issued.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please complete the application. This form should be returned to the School Office as far in advance of the proposed holiday as possible.

Please return your completed application form to the School Office, giving at least **FOUR WEEKS' NOTICE OF INTENDED ABSENCE**

Important: Please do not book your holiday until you know that the school will authorise your child's absence

Pupil Name: Class:

Home Address:

E-mail address(es): (please provide e-mail addresses for all parents/carers and partners)

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 (with supporting evidence if available):

I wish to make an application for my child (named above) to have an authorised absence from school for the exceptional circumstances 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 (fine) being issued.

Full Name of Parent/Carer making application:
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Signed: Date:
