

REQUEST FOR ABSENCE DURING TERM TIME

William Barcroft Junior School



Please authorise absence for: Child 1 Name _____ Class _____

Child 2 Name _____ Class _____

Child 3 Name _____ Class _____

Date from: _____ To: _____

Name of Parent/Guardian: _____

Address: _____

Reason for absence

Religious Observance

Visiting another school (not including arranged school trips or secondary transfer visit)

Compassionate Reasons (death in the family etc)

Family Holiday *

***Please indicate below your reasons for taking a family holiday during the school term time. Please also read carefully the notes on the reverse of this form. The Headteacher reserves the right to refuse authorisation of absence for holiday during term time if she feels that it would be detrimental to the educational wellbeing of your child/children.**

Reason for taking holiday during term time:

I understand that the school is not obliged to grant this request

Signed (Parent/Guardian) _____

For WBJs Office use only

Date received _____ Signed _____

CPOM to HT

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

- 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 school 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 this 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.
- 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 this form. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Thank You