

**APPLICATION FOR LEAVE OF ABSENCE FOR PUPIL ANNUAL
HOLIDAY FROM SCHOOL DURING TERM TIME**

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holiday during term time. **There is no legal right to do so.** However, you may apply to the school for leave of absence for up to 10 days in the school year. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DfES.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to **each parent for each child** taken out of school.

Name of child(ren):	
D.o.B.:	
Class:	

Date of first day of absence: _____

Date of return: _____

Number of days requested: _____

Reason for holiday to be taken during term time: _____

Signed: _____ **Date:** _____

Name: _____

School / office use only:

Percentage attendance last year: -

Percentage attendance this year: -

Calendar: -