

The Bishops' Primary School in collaboration with Springfield Primary Network

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Taking your child out of school during term time could be detrimental to his/her educational progress. You may apply to the school for leave of absence in exceptional circumstances. 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 DFE.

Applications for absence may only normally be authorised for the following reasons:

- ✓ Days of religious observance;
- ✓ Interviews for transfer to other schools;
- ✓ Participation in approved public performances;
- ✓ To attend an exceptional, family occasion such as weddings, funerals, graduations of close family members.

- Not for:
- ✗ Birthday treats
 - ✗ Holidays (including surprise holidays)
 - ✗ Shopping trips

Parents should not normally take their children on holiday in term time. There is no legal right to do so. If the absence is not authorised and the holiday is taken anyway the Education Welfare Service may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

I request permission for my child to be absent from school on the following dates:-

Name of child(ren)Class(es).....

Date of first day of absence

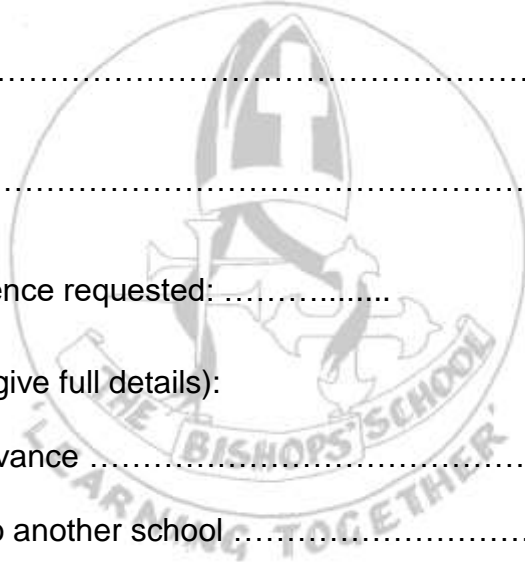
Date of return to school

Number of school days absence requested:

Reason for request (please give full details):

- Days of religious observance
- Interview for transfer to another school
- Participation in an approved public performance
- Other (Please give details)

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School/office use only:

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Dear Parent/Carer ofClass(es).....

Your application for leave of absence has been:

Authorised

Unauthorised because

.....

The expected due date of return to school for your child is:

If your child is unable to return on this day, you are expected to contact the school as soon as possible.

If your child does not return and no contact is made with the school, a penalty notice may be issued or a prosecution made.

Signed Headteacher Date

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Total Sessions (i.e. half days) absence this year:

Name: Authorised: Unauthorised:

Name: Authorised: Unauthorised:

Name: Authorised: Unauthorised:

Name: Authorised: Unauthorised:

(I = Sick, H = Holiday, C = Other Authorised, M = Medical, G = Unauthorised Holiday,
O = Unauthorised Other)

Authorised

Unauthorised

Date