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APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

EVERY DAY COUNTS
GOOD ATTENDANCE IN SCHOOL= GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school.

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 Education 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.

- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached 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 the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Issued by Nottinghamshire Education and Attendance Team

For more information please refer to Nottinghamshire County Council https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/holidays-during-term-time

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name …… Class ……

Home Address …….

…….
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 …….

Could you please explain the circumstances that make it necessary for your child to be absent from school:
……..

……..

……..

If going abroad please state destination/s…….

I make application for my child named above to have authorised absence from school for the reasons 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 (£120 per parent reduced to £60 if paid within 21 days) or a prosecution in a Migrates courts. ***Currently the Local Authority may issue two penalty notices within a calendar year before enforcing the matter through the Migrates Court.***

Name of Parent/Carer making application ……..

Names of parent/Carer's travelling with the pupil …….
Home Address of parent/Carer travelling with pupil
…….

……

Signed ……

Date ……

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL

This form should be submitted to the Headteacher 4 weeks before the date of requested leave.