

# APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf 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 Department for Education have made amendments to the regulations from September 2013. The amendment makes it clear that Headteachers may not grant leave of absence during term time unless there are **exceptional circumstances**.
- If you wish to take your child out of school during term time you must apply for permission in writing. Leave of absence may only be granted in exceptional circumstances. Applications can not be considered without full explanation of the exceptional circumstances. Please note the school year is from September to July.
- **Applications will not be authorised where a child's attendance record is less than 95% or where the leave of absence will take their attendance below 95%.**
- The Department for Children and Families state that absence for holidays in term time due to the following reasons may 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
  - Holidays booked before checking with school
  - Day Trips
- There are certain times of the year when a child may experience problems because of missing school. These include assessment 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 an absence 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 and may result in intervention by the Local Authority.**

Having read these notes, if you still wish to apply for a leave of absence for your child please complete the application overleaf. This form should be returned to school as far in advance as possible.



# ARNOLD VIEW PRIMARY SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

### EXCEPTIONAL CIRCUMSTANCES ONLY

Please complete all sections below.

Consent for term time absences will not be granted without a full description of exceptional circumstances. The school requests that parents use the allocated school holiday period.

Child's Name ..... Class .....

I wish to apply for my child to be absent from school during the following dates:

First Date of Absence from School ..... Last Date of Absence from School .....

Total number of school days missed .....

**COVID 19: I confirm that the information given is true and accurate at the time of completion. I agree to adhere to all Government guidance currently and at the time of travel.**

**Holiday Destination:** \_\_\_\_\_

**Exceptional Circumstances for absence from school and reason why absence cannot be during the school holiday period: (Please be as detailed as possible as this information will be used when considering your application)**

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**Educational Benefits: (Please explain what educational benefits the absence will bring to your child)**

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**Please describe what measures you intend to take to ensure that your child is not disadvantaged by missing essential elements of the school curriculum:**

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**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. I confirm that I have read and understood the information overleaf.**

Name of Parent/Carer making application .....

Signed ..... Date of Application.....

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE GIVING AT LEAST **4 WEEKS'** NOTICE OF INTENDED ABSENCE  
LESS NOTICE COULD RESULT IN AN UNAUTHORISED ABSENCE

For Office Use: **Authorised / Unauthorised**

Date: \_\_\_\_\_