**APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher’s should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

**Holidays in term time:**

There is **no** automatic entitlement in law to holidays in school time.

All applications for leave must be made in advance.

At the discretion of the school a maximum of 10 days in any academic year may be authorised under certain circumstances. The Governing Body has instructed the Head Teacher to ensure that any request for a holiday where there is a record of unacceptable levels of absence and/or lateness is **not** to be authorised. If a child's attendance level is below 90%, or where it was below 90% the previous year, no leave of absence will be authorised.

Any holiday taken without the agreement of the school will be classed as unauthorised.

The local authority will then issue a fine per child, for each parent, who take unauthorised holidays in term time.

Address:

Class:

Child’s Name:

Total number of school days:

Date to:

Date from:

Please supply as much details as possible for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child (ren) during their absence from school.

Signature of Parent/Carer (both if applicable) Date……………..………………….…………

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| **For completion by the office** | **School Year 2022/2023** | **School Year 2023/2024** |
| Attendance record |  % |  % |
| Any previous absence for holiday or other circumstances granted in last academic year: **Yes No** |

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| **HEADTEACHER’S DECISION:** Absence to be recorded as **Unauthorised Authorised** Reason for permission being given/not given…………………………………………………………………..……………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………**SIGNED: DATE:**   |

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**