

School Name:

## APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

Please read the notes overleaf before completing this form

Name of pupil	Class/Tutor group	Attendance 2006/07	Attendance 2007/08	Unauthorised absence 07/08

Parent(s) Full Name	DOB	Address

Dates of SATS	KS 2 : 11 <sup>th</sup> to 15 <sup>th</sup> May 2009 KS 3 : 5 <sup>th</sup> to 8 <sup>th</sup> May 2009
Dates of examination period	5 <sup>th</sup> May 2009 to 23 <sup>rd</sup> June 2009

## REQUEST FOR HOLIDAY LEAVE

Date of first day of holiday	
Date of last day of holiday	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for the request
Signature:

Has a holiday been taken in term time before?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(Please tick)
Is this the <b>ONLY holiday</b> to be taken during this academic year ie before 31 August 2007	YES <input type="checkbox"/> NO <input type="checkbox"/>	(Please tick)

signature		date	
AUTHORISED	<input type="checkbox"/>		
NOT AUTHORISED	<input type="checkbox"/>		

## NOTES FOR PARENTS COMPLETION OF APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

“School Attendance” - issued by Department for Education 1994 clearly states “Under the Education (Schools and Further Education) Regulations 1981 the school has a discretionary power for leave to be granted for the purpose of an annual family holiday or an annual holiday during term time. Only in exceptional circumstances may the amount of leave granted exceed 2 weeks in any one year. **No parent can demand leave of absence for the purposes of a holiday as a right.**”

Any absence during term time destroys the continuity of the child’s education and reduces chances of success. Absence in the weeks prior to SATS tests or external examinations will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

**Parents are asked to take their annual holiday with the child during school holidays.**

If there are reasons that prevent you from taking your holiday during the school holiday period the headteacher **can consider** allowing leave of absence. The regulations state that this leave is

- (A) to take an annual holiday with Parent/Guardian; or
- (B) to take an annual holiday with a relative or adult other than the Parent/Guardian.

ie The Regulations do not allow a holiday in term time if a holiday has been taken/will be taken in school holiday time during the school year.

The Regulations do not allow a pupil to take a second holiday with a relative/friend if they have taken a holiday with Parent/Guardian already during the school year.

Please complete the form overleaf and return it to the Headteacher for any request for the school year 1 September 2008 - 31 August 2009.

This will enable the school to decide if your application can be granted under the Regulations.

**Any absence for a holiday which does not meet the Regulations or discretionary criteria will be marked as unauthorised absence.**

**If your child has absence marked as unauthorised, you may be issued with a Fixed Penalty Notice for this period. It should be noted that BOTH parents would be at risk of a FPN for each child of the family with a period of unauthorised absence from school.**