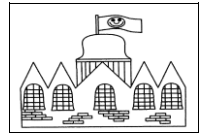


HILLOCKS PRIMARY AND NURSERY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME



Please complete all sections below.

Consent for term time holidays will not be granted without a full description of special 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

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

.....
.....

Education Benefits: (Please explain what educational benefits the holiday will bring to your child)

.....
.....

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

.....
.....

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.

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: _____

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 to take part in a family holiday. 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 form overleaf. Permission for authorised leave of absence may be granted for holidays totalling no more than 10 days in any school year, unless there are very exceptional circumstances. Please note the school year is from September to July.
- 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 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.

Having read these notes, if you still wish to apply for 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.