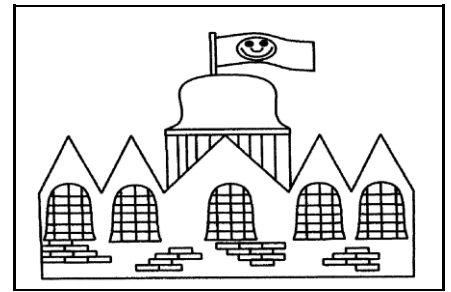


HILLOCKS PRIMARY AND NURSERY SCHOOL

Unwin Road
Sutton in Ashfield
Notts
NG17 4ND



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 government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1st September 2013. **These state that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances.**
- Absence for holidays in term time due to the following reasons **will 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 the school
 - day trips
 - sporting fixtures and shows
 - holiday dates of siblings at other schools
 - parents leave of absence from work cannot be in school holidays
- There are certain times of the year when a child may experience extra problems because of missing school. These include test 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 absence in term time, the school will take these and other factors into account.
- If the school refuses your application and you choose to 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 take leave of absence during term time then please complete the application attached. This form should be returned to school as far in advance of the proposed absence as possible.

**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:

Dates absent from school.....

Total number of school days missed

Please explain the circumstances that make it necessary to take this leave in term time:

.....
.....

Do you expect to be taking any more time off school this academic year?

.....

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 or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed

Date

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL GIVING
AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

**Please do not make any bookings or arrangements until you know that the
school will authorise your child's absence**