



St. Paul's Primary School

Application for Absence from school during Term Time.

Your child has a right to education and taking your child out of school during term time may harm your child's academic progress. Only in exceptional circumstances are head teachers able to authorise Leave of Absence during term time. It will be necessary to discuss circumstances with the head teacher who will follow the government guidance in granting or declining a request. Absences may only be authorised at the discretion of the Headteacher. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered.

Please provide one of the following to support your application -

- A letter to the Headteacher providing details of the special circumstances relating to your application or
- A letter from your employer confirming that your absence cannot be taken during school holiday time.

Please also read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time. Please detach and keep the attached leaflet.

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|---|-------|-------|
| Name of Child | | Class |
| <i>Please note - Your request cannot be processed without one of these letters</i> | | |
| Have you attached a letter to Headteacher re special circumstances? or Have you attached a letter from your employer? | Y / N | Y / N |
| Date of First Day of Absence | | |
| Date of Return to school | | |
| Number of Days requested | | |
| Siblings and schools attended | | |

Signed: _____

Date: _____

For school use: Attendance to date %:

Days absent this year for Holiday: Illness: Authorised other: Unauthorised other:

Request authorised: Yes/No

B Educated off site **C** Other authorised circumstances **F** Agreed Extended Family Holiday

G Family Holiday not agreed **H** Family holiday agreed **O** Other unauthorised

Signed.....

Date

Name of child _____ Class _____ No. of days requested _____

from _____ to _____

Your request for holiday during term time has been authorised / not been authorised.
(please see attached letter).

