

LAYCOCK PRIMARY SCHOOL
APPLICATION FOR HOLIDAY DURING TERM TIME

- The law states that you do not have the right to take your child out of school for holidays during term time.
- Permission for Authorised Leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.
- There are certain times where we WILL NOT authorise absence. These include during SATs. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will look at your child's attendance over time.
- If the school refuses your application and you still 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.

If you still wish to apply for a 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 at least 4 weeks in advance.

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name / Class

I wish to apply for my child to be absent from school during the following dates:

Start Date Date of Return to School

Total number of school days missed

Reasons for absence from school:

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.....
.....

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 further action.

Name of Parent/Carer making application

Signed:

Date:

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

Authorised	Un-Authorised	Signed
		Date

(Tick and Sign)