

**APPLICATION FOR ABSENCE FROM SCHOOL:  
HOLIDAY / EXTENDED LEAVE  
GREAT WOOD PRIMARY SCHOOL**

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time. If your request for leave is unauthorised and you still choose to take your child out of school for a holiday or another reason, you may be fined £60 per child per parent, rising to £120 per child per parent if not paid within 21 days. If the fine is unpaid after 28 days, court proceedings can be initiated.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking at least ten school days in advance of the proposed leave**. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. The legislation only allows the Headteacher to authorise such leave in special or exceptional circumstances. By definition, special or exceptional trips should not occur regularly. Therefore, it is not expected that holiday leave will be requested on an annual basis.

**There is no automatic entitlement to leave.** When school has concerns about the leave request, the Headteacher or their representative will contact you or arrange to meet with you to discuss your application. Please see overleaf for factors that will be taken into account by school when considering a request for leave.

**PARENTS' SECTION**

Surname of child:  First Name of child:

Date of Birth:  Year / Class:

Surname of **both** parents:  First name **both** parents:

Email address for each parent:  Are there any siblings applying for leave?

Please state why leave must be taken during term time instead of during school holiday periods (attach extra sheets if required)

Length of absence: -  Destination:

Date of departure: -  Date due back in school:

Signature both parents:

Date of Application: -

**FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 95% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year?
- Does he/she have any absences which have been recorded as unauthorised this year?

**SCHOOL SECTION:**

Date application received:

Pupil's %  
Attendance:

Date of discussion  
parent(s): (if applicable)

with

Previous year % attendance: -

About the request:  
(Please circle)

Leave request authorised	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave *(first paragraph of application)	Yes	No
Is leave 5 days or over?	Yes	No
Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous  
applications granted:

Headteacher's signature:

Date:

