



Request for Leave of Absence during Term Time

This is an application for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

- The law states that parents **do not** have the right to take your child out of school during term time. The school works closely with the local authority to ensure children attend school regularly.
- If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The headteacher will authorise such absences **only** in exceptional circumstances.
- Department for Education guidelines are clear that family holidays cannot be authorised.
- A request for leave of absence during term time may trigger some form of investigation from the school and / or a referral to Children's Social Care if we have safeguarding concerns.
- If the school refuses your application and you still take your child out of school, the absences will be unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons for irregular school attendance because poor attendance puts your child's academic and social progress at risk. No holiday can ever make up for time lost at school.
- This application form and subsequent letters sent to you by the school may be forwarded to Slough Borough Council if we have concerns about your child's attendance at school.

Having read these notes, if you still wish to apply for a leave of absence, then please complete the application and return **IN ADVANCE** of the requested dates.

Pupil name (s): _____ Year(s): _____

I request permission for my child to be absent from school between the following dates:

Dates of absence _____ Total number of school days missed: _____

Reasons for absence from school: _____

I understand that if this is absence not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.

Name of Parent/Carer making application: _____

Signed: _____

Date: _____

FOR THE SCHOOL OFFICE TO COMPLETE

Attendance year to date: _____%

Previous year attendance: _____%

Number of previous absence requests this year: _____

FOR THE HEADTEACHER TO COMPLETE:

Leave of absence authorised: YES / NO / PARTIAL

Reason:

Issue accept / partial accept / decline letter: YES / NO

Inform Local Authority: YES / NO

Signature of Headteacher: _____ Date: _____