# APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday / religious observance. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

- A religious observance absence will be authorised.

- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form.

- All holidays will be referred to Local Authority Education Welfare for a penalty notice fine.

- 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 accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

*Issued by Denbigh Community Primary School Governing Body*

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

Pupil's Name …… Tutor Group/Class ……

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

First day of absence from School …….. 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 an absence from school for the reasons stated. I understand that this will* ***not be agreed*** *and the absence will be treated as unauthorised and will 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 YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**