

HILLTOP INFANT SCHOOL
APPLICATION FOR LEAVE OF ABSENCE FOR TERM TIME HOLIDAY

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holiday in term time. **There is no legal right to do so**. However, you may apply to the school for leave of absence for up to 10 days. A term time holiday will only be authorised by the school if they believe there are special circumstances which warrant it. (The Education (Pupil Registration) (England) Regulations 2006)

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to each parent for each child taken out of school.

Name of Child(ren)	
D.O.B:	
Class:	

Date of First Day of Absence: _____ Date of Return: _____

Number of Days Requested: _____

Please attach a letter outlining the 'special circumstances' for which a term time holiday is being applied for. If this is not provided the school will be unable to authorise the request.

Signed: _____ Parent/Carer Dated: _____

Address: _____

NOTE: Leave of absence will only be recognised if certified approval is given by the Headteacher or Deputy on behalf of the School Governors.

A [] UA []

School/office use only:

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Auth	Unauthorised	Total

LEAVE OF ABSENCE FOR TERM TIME HOLIDAY

Dear Parent/Carer

I refer to your application for leave of absence of your child(ren) _____

Class _____ during term time, from: _____
to _____

This application has been **authorised** [] **unauthorised** []

Signed _____ Headteacher, Hilltop Infant School

Date _____