

Holywell School
Application for Leave of Absence From School During Term Time

Please read the following Information Carefully

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. This is even more important this year due to the 6 months of schooling children missed during lockdown. Should this be absolutely unavoidable then you should complete and return this form and submit it electronically to the school office.

The Department for Education implemented new legislation which came into effect from September 2013 which means Schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

Should leave of absence be taken without permission from the Headteacher it will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the School Liaison Office and possible legal proceedings.

I request that _____ (Name of Child)

Class _____

Be granted leave of absence from _____ (first day of absence)

to _____ (last day of absence)

Holiday Desination _____

Are you holidaying with people other than those in your household? Y/N

Please explain the exceptional circumstances that require a leave of absence during term time:

Signature of Parent: _____ Date: _____

Print Name: _____