



**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

**EVERY DAY COUNTS: GOOD ATTENDANCE IN SHOOOL= GOOD PROGRESS**

**Please complete this form if you wish to apply for leave of absence for your child during the school term. Before completing, 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. All holiday requests will be automatically classed as ‘unauthorised’ unless the Headteacher deems it to be an exceptional request.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice.
- A Fixed Penalty Notice (FPN) may be issued:
  - when a pupil has unauthorised absence, this can include being persistently late to school,
  - when holidays are taken during term time
  - for being in a public place during school hours when excluded from the school
- The minimum level of attendance for any child at Navenby CE Primary School is 95% attendance.
- We strongly recommend that parents gain consent from the school for any holiday in term time before making a booking. Leave will not be granted automatically but will take into account:
  - The age of the child
  - The child’s attainment and ability to catch up on lost work
  - The child’s attendance record
  - The time of year in which it is proposed
  - The nature of the leave requested
  - The views of the class teacher.
- We will not agree leave during term time under the following circumstances:
  - When a pupil is just starting the school.
  - Immediately before and during assessment periods (e.g. SATS).
  - When a pupil’s attendance record already includes any level of unauthorised absence.
  - Where a pupil’s attendance rate is already below the school’s target of 95% for any individual or will fall to or below that level as a result of taking holiday leave.

**Please remember good attendance is the key to successful schooling.**

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

Pupil’s Name: ..... Class: .....

Home Address: .....  
.....

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

Date of last day of school: ..... Date of return to school: .....

Total number of school days missed: .....

Could you please explain the circumstances that make it necessary to have this absence in term time?

.....  
.....

Do you expect to be requesting any more absence during term time this academic year?

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I make an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school absence.

Name of Parent/ Carer making application

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Signed: ..... Date: .....