

APPLICATION TO MISS LEARNING TIME

EVERY DAY COUNTS GOOD ATTENDANCE IN SCHOOL= GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school. 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 in term time and schools will refuse your request to take your child out of school for holidays.
- If you wish to take your child out of school during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence will not be granted for holidays unless there are very exceptional circumstances.
- The following are examples of some of the reasons that are not deemed to be exceptional circumstances:
 - availability of cheap holidays
 - availability of desired accommodation and/or flights
 - poor weather experienced in the school holiday period
 - overlap with beginning or end of term
 - day trips
- If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. 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 during term time then please complete the application attached. This form should be returned to your child's school.

APPLICATION BY PARENT/CARER FOR CHILD TO MISS LEARNING TIME

Pupil's Name

Class

Home Address

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

Date of Last day at School Date of Return to School

Total number of school days missed

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

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I make 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 attendance.

Name of Parent/Carer making application

Signed

Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL