



APPLICATION FOR HOLIDAYS IN TERM-TIME



Parents do not have a right to take their children out of school for holidays during term-time. Consideration will be given to all holiday requests on an individual basis and where proof can be verified of exceptional circumstances.

PARENTS SECTION (to be completed first)

(Please complete one form per family)

Name of Child(ren)		DOB	Class
Surname of Parent/Guardian		First Name	
Address of Child(ren)			
Postcode		Telephone number	

About the Request for your Child(ren)'s Leave of Absence

Reason for requesting a holiday in term-time (please state the exceptional circumstances)	
Has evidence been provided of exceptional circumstances? (List available on the school website)	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Has the Local Authority contacted your family within the last 12 months as absence has fallen below 90%?	Yes / No
Would your child(ren) be absent for more than ten school days?	Yes / No
Has your child(ren) already had leave during term-time this school year? (if so please also give dates and number of school days leave)	Yes / No
Did your child(ren) have leave of absence during term-time in the previous school year? (please continue overleaf)	Yes / No
Do you feel your child(ren)'s attainment would be affected by missing time in school?	Yes / No

Length of Absence (Number of school days)	_____ days	From: (date)	To: (date)
Parent's/Guardian's Signature			

SCHOOL SECTION

(to be completed by school staff)

Previous holidays in Term-Time	Approved _____ school days	Not Approved _____ school days
Number of previous applications granted		
Current % Attendance		
Class Teacher's comments: (regarding attainment level and impact this time absent if approved will have upon the child's education, lessons which will be missed)		
<u>Head Teacher's Approval</u> Yes/ No Additional Comments:		