APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME
LANCOT SCHOOL

Important information for parents/carers

- There is no automatic right to absence for a family holiday. The school will consider these points before authorising leave
- Requests for leave should be submitted to the school **no less than** 6 weeks prior to the start of the holiday by the parent/carer with whom the child normally lives
- Authorisation during SATs, GCSEs (including mock exams) and in the first term of any new school placement is **not likely** to be granted
- Requests for 10 or more days will not normally be granted
- Your child's previous attendance history
- Your child's stage of education and ability to catch up on missed schooling
- The nature of the request (e.g. exceptional circumstances)
- Any ongoing School Attendance Officer involvement

A separate application must be completed for each child

Child's Full Name.....

Date of Birth.....Year Group.....Class.....

Address.....

Period of Absence: From.....To..... (inclusive)

Reason for Requesting Absence (please give exceptional circumstances on why it MUST be in term time)

Name.....Relationship to child.....

Does the child normally reside with you? Y/N

Signed .....Date.....

For School Office Use

☐ Form/Class teacher informed/consulted

☐ Supporting evidence required

☐ Has there been a previous Leave of Absence request this academic year

☐ Is this case subject to a School Attendance referral

Application for Leave of Absence During Term Time Return Slip

To: Parent / Carer
Permission for …….. to be absent from school for ….. days from …… to…….(inclusive)

Has / Has not been granted. ☐ Does meet criteria
☐ Does not meet criteria

Signed ……..
Headteacher

Date ……..

Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.