



APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

PARENT/CARER SECTION (please read reverse of sheet before completing)

Surname of child		First name	
Date of birth		Form	
Surname of parent/carer		First name	
Address of child			
Postcode		Telephone number	
Reason for absence in term-time			
Length of absence (school days)		First day of absence (date)	Last day of absence (date)
Emergency contact name and number			
Parent/Carer's signature		Date	

SCHOOL SECTION

Absence in term-time	Approved <input type="checkbox"/> school days	Education Kirklees policy states that more than ten days unauthorised absence in any one term may result in the issuing of a Fixed Penalty notice
	Not approved <input type="checkbox"/> school days	
Authorised signature		

LEAVE OF ABSENCE DURING TERM TIME

There is no automatic legal entitlement to time off school during term-time to go on holiday

- **It is not true that you are entitled to 10 days extra holiday each year**
- **It is not true that students can 'catch up'. Research shows that by missing lessons, students fall behind and lessons are NOT repeated at a later date**

Schools are quite within their rights to say that holidays in school term times are not allowed. Parents can apply for exceptional leave for their child; this needs to be done at least one month in advance. Parents who take their children out of school during the school term without the Head of School authorisation or beyond an agreed date, risk being issued with a penalty notice or taken to court.

In addition:

- You risk losing your child's place at school
- You risk your child's future through lost learning and lower achievement
- You risk your child feeling left behind and left out

In special or exceptional circumstances, Head of School can allow a small amount of time out of school.

Special or exceptional circumstances do **NOT** include:

- Availability of cheaper flights/holidays
- Availability of desired/cheaper accommodation
- Poor weather in school holidays
- Overlap with the beginning or the end of term
- Shopping, looking after other children, birthdays, day trips

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised. Taking unauthorised holidays in term time could result in a £80 Penalty Notice fine being issued to each parent for each child. If the fine is not paid within 28 days this figure could double.