

THURSTONLAND ENDOWED (V.C.) FIRST SCHOOL

**APPLICATION FOR PUPIL LEAVE OF ABSENCE
FROM SCHOOL FOR A HOLIDAY**

This form has been designed to clarify the process of holiday requests. The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

Pupil Name: _____ Class: _____

Any other school Name(s): _____ School(s): _____
age children:

Absent from school date: _____ Back at school date: _____

Total amount of days absent from school: _____

Does the holiday overlap with the beginning or end of term? Yes: No:

Please state the reason for your travel:

Signature of Parent/Carer: _____

Date: _____

Office use only:

Current attendance %

Number of late marks:

Number of days requested:

Would granting this request mean attendance would fall below 95%

Yes: No:

Office use only:

Signature: _____

Authorised: Unauthorised:

Reasons:

Integris	
Teacher	
Parent	

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ABSENCE OF PUPIL FROM SCHOOL

Before requesting a term-time holiday please read this information: -

The DCSF states that parents do not have the right to take children out of school for holiday during term-time. We consider that breaks in education are disruptive for the individual pupil.

Where a parent is unable to take holidays during the school holidays, evidence from the employer will be needed to verify this (with the exception of armed forces personnel).

The Headteacher will consider the following points before authorising leave:

1. Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE
2. The child's attendance history (above or below 95%).
3. The time of year (Controlled Tests, Exams or September).
4. The length, destination and purpose of the holiday.
5. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.

Penalty Notice:

Where the Headteacher decides that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice in line with Kirklees Code of Conduct or there is a possibility that your child may be taken off the school roll.

If you have already booked a holiday which will involve your child requiring time off during term-time or you are considering doing so, please complete the attached form as soon as possible to establish whether the absence can be authorised.

Please note that it is not school policy for work to be provided for your child to do whilst absent from school.

Mrs. C. Kirton
(Headteacher)