

**HOLY CROSS CATHOLIC PRIMARY SCHOOL**

Company No: 07696905

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**Application for absence in term time**

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school. Swindon Local Authority advises parents NOT to disadvantage their child's education by taking a holiday during term time. It is up to the Headteacher of your child's school to decide whether or not the absence will be authorised. If the absence is not authorised you risk a £60 minimum penalty notice per parent.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

**PARENTS SECTION** (to be completed first)

Surname of child		First name	
Date of birth	Age	Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number / mobile	
About the request for your child's leave of absence	Reason for taking a holiday in term-time		
	Would (s)he miss any national tests or examinations?		Yes / No
	Is his/her attendance already below 90% or a previously agreed individual target?		Yes / No
	Is the proposed absence during the month of September?		Yes / No
	Would (s)he be absent for more than ten school days?		Yes / No
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes / No
	Did (s)he have leave of absence during term-time in the previous school year?		Yes / No
Does (s)he have a sibling at either Queen's Drive? If so, what is the child's name:		Yes / No	
Length of absence (school days)	From (Date)	To (Date)	
Father's Signature	Father's Name (please print)		
Mother's Signature	Mother's Name (please print)		

----- office use only -----

Authorised by Headteacher: Yes / No    Signature of Head: \_\_\_\_\_    Date: \_\_\_\_\_

