



Federation of Mowden Schools



APPLICATION FOR TERM TIME LEAVE OF ABSENCE

Child's Name:	Date of application:
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Class Teacher:	Year Group:
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I wish to apply for leave of absence for my child during the school term and I am aware that:

- Attendance in the *rolling year* must not be below 95% (unless it was an authorised leave of absence in the *previous* school year that takes it below 95%).
- 10 days' absence is the maximum that any child may take.
- More than one request per school year is not permitted, irrespective of the number of days requested.
- Year 6 children are not permitted any holidays from September until the end of May.
- There is no automatic parental right to take a child out of school for a holiday and the Headteacher makes the final decision for all requests. No holiday will be authorised in retrospect.
- If 'provisional' permission is given it means that current attendance meets the criteria, but in case attendance falls, permission will be reassessed 2 weeks prior to the absence date.
- Any travel delays affecting the return to school date may result in a previously agreed absence being marked as unauthorised, for example if it extended the absence into an 11th day.

Penalty Notices

If the above conditions are not met and the child has an unauthorised absence, then a penalty notice (a fine) will be levied for each child absent. Currently this is £60 per child per absence (rising to £120 if paid between 21 and 28 days).

Absence dates requested:

From: To:

Return to School Date:

Total Number of School Days:

Signed (parent/carer)

nb 5% equates exactly to 9 ½ days absence per year

To be completed by the Headteacher

Provisional

Permission given

Permission not given

Signed (Headteacher) Date