

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

### EVERY DAY COUNTS GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school to take part in an annual family holiday. Before completing the application form, please read these notes carefully:

- ✿ The law states that you do not have the right to take your child out of school for holidays during term time. The local authority works with schools to reduce the number of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- ✿ If you wish to take your child on holiday during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence may be granted for holidays in special circumstances, totalling no more than ten school days in any academic year, unless there are very exceptional circumstances. Please note the school year is from September to July.
- ✿ The Department for Children Schools and Families state that absence for holidays in term time due to the following reasons will not be authorised:
  - availability of cheap holidays
  - availability of desired accommodation
  - poor weather experienced in the school holiday period
  - overlap with beginning or end of term
  - holidays booked before checking with the school
  - day trips (*Keeping pupil registers – guidance in applying pupil registration regulations – DCSF September 2006*)
- ✿ There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- ✿ If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to the school office as far in advance of the proposed holiday as possible.



**Turnfurlong Lane**  
**Aylesbury**  
**Buckinghamshire**  
**HP21 7PL**

**Tel/Fax:**  
01296 489264

**Email:**  
office@tjs.org.uk

**Website:**  
www.tjs.org.uk

**Headteacher:**  
Jo Erasmus  
head@tjs.org.uk

**Assistant  
Headteachers:**  
Ed Macklin-Day  
emacklinday@bucksgfl.org.uk  
Christine Hutson  
chutson@bucksgfl.org.uk

**Bursar:**  
Sandra Jacobs  
bursar@tjs.org.uk

**Administrator:**  
Shona Ashcroft  
admin@tjs.org.uk

**Welfare &  
Clerical Support:**  
Karen Ross  
welfare@tjs.org.uk



**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Student's name:

Class:

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school:

Date of return to school:

Total number of school days missed:

Could you please explain the circumstances that make it necessary to have a holiday in term time?

Do you expect to be taking anymore term time holidays this academic year?

I MAKE APPLICATION FOR MY CHILD NAMED ABOVE TO HAVE AUTHORISED ABSENCE FROM SCHOOL FOR THE REASONS STATED. I UNDERSTAND THAT IF THIS IS NOT AGREED THEN ANY ABSENCE WILL BE TREATED AS UNAUTHORISED AND MAY LEAD TO THE ISSUE OF A PENALTY NOTICE OR A SUMMONS FOR IRREGULAR SCHOOL ATTENDANCE.

Name of parent/carer making application:

Signed:

Date:

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE, GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

**Please do not book your holiday until you know that the school will authorise your child's absence**

**For office use only**

<b>Academic year 2011-2012</b>		<b>School comments:</b>
No. Sessions (half day) school has been open in year to date		
Total no. of absences to date		
No. of authorised absences to date		
No. of absence as authorised holiday date		
Approval Given / Not Given	Signed (Headteacher)	



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Dear Parent/Carer

Thank you for completing the application for leave of absence for

Name Class

**Period of absence**

From To No of days

I confirm that on this occasion it has been agreed that it will be in order for your child to miss school for the period requested.

I regret that leave of absence has been refused for the following reason(s):  
We do not authorise holidays during term time as stated in the school Attendance Policy.

Yours faithfully

**Jo Erasmus**  
**Headteacher**

