



## Holiday Absence Request Form

### 2018 - 19

Since September 2013, the Department for Education has removed school's ability to authorize leave of absence. Parents no longer have any legal entitlement to take their child out of school during the school term and can be fined for doing so. However, if there are exceptional reasons for the holiday, which meet the government's new guidelines, school can authorise up to 10 days holiday in any one year, provided the child's attendance is otherwise excellent and that this holiday form has been completed at least 2 weeks prior to the event. You are strongly advised to apply for leave of absence by completing this form and returning to **Mrs Gray, Assistant Headteacher**, for consideration and authorisation BEFORE confirming your holiday arrangements.

**Please note, we have been advised that we cannot accept parents' working rotas and holiday costs as valid reasons**

Parent/Guardian requesting leave: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Pupil name (1) \_\_\_\_\_ Form \_\_\_\_\_

Pupil name (2) \_\_\_\_\_ Form \_\_\_\_\_

Pupil name (3) \_\_\_\_\_ Form \_\_\_\_\_

First day and date of absence \_\_\_\_\_

Last day and date of absence \_\_\_\_\_

Total number of days required (cannot exceed 10 days in the school year) \_\_\_\_\_

Date request made (must be at least 2 weeks prior to the holiday) \_\_\_\_\_

I have checked that this holiday does not coincide with any exam period

**I have shared this request with any other carer with parental responsibility for my child**

Reason for absence: Please list the special circumstances which warrant this term time holiday:

  
  
  
  
  
  
  
  
  
  

Signed \_\_\_\_\_ Date \_\_\_\_\_



**School Office Use**

Current Attendance percentage \_\_\_\_\_ @ \_\_\_\_\_ date

Number of days Holiday already authorised in 2017/2018 \_\_\_\_\_

Leave of absence is approved (the absence will be recorded as authorised)

Leave of absence is NOT approved (the absence will be recorded as 'unauthorised')

Reason: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Mrs Hayley Gray  
**Assistant Headteacher**

Circulation route: HOY/ ALW/ Pupil File