

REQUEST FOR AUTHORISATION FOR

SCHOOL CHILD’S HOLIDAY DURING TERM TIME

NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives, and must be for the purpose of an annual family holiday.

When deciding whether to allow term time leave the school will consider:-

- The time and duration of the leave
- Your child’s record of attendance
- Learning that will be missed.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a £50/100 fine.

TO THE HEAD TEACHER,SCHOOL/COLLEGE

I wish to apply for

NAME[S] OF CHILD[REN] _____ CLASS _____
 _____ CLASS _____
 _____ CLASS _____

to be authorised as being absent from school from _____ to _____ inclusive.

REASON FOR REQUEST DURING TERM TIME:-

Signature Parent/Carer _____ Date: _____

AUTHORISED

SIGNATURE OF HEAD TEACHER _____

UNAUTHORISED

COMMENTS

% ATTENDANCE

Please return this form to your child’s school well in advance of your proposed holiday.

- Name of Child _____
- The School/College agrees to your child being absent from school on the specified dates for the purpose of a family holiday.
 - Dates _____
 - The School/College does not authorise your request for holiday leave in term time for the following reason. **NB If the holiday is taken without it being authorised the School/College is required to report the absence to the LOCAL AUTHORITY who may issue a £50 Penalty Notice, per parent, per child.**

SIGNEDHead Teacher Date