



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. 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. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £60 penalty notice per parent per child.

New Government Legislation came in to effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore St Ivo School will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in at least 2 weeks before any absence is taken.

St Ivo School will take each request for absence on an individual basis taking into consideration:

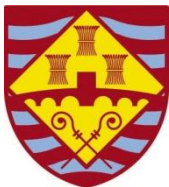
- the time of year for the proposed trip
- if the proposed dates are close to any exam dates
- the student's overall attendance record
- any holidays already taken in the school year or in the previous school year
- the age and stage of education of the student
- the ability of the student to catch up the work that they have missed
- the reason why the parent/carer is requesting the time off during term time

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely St Ivo School's decision and not a parental right. Parents should be advised that absence without the consent of St Ivo School could result in further action and sanctions including a penalty notice.

If the school refuse 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, please sign this page and complete and sign the application on page 2 (attached). This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Parent/Carer signature:



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
(All sections are mandatory)

Surname of child		First name	
Date of birth		Form/Year group	
Surname of parent/carer		First name of parent/carer	
Address of child			
Postcode		Telephone number	
Length of absence (school days)		From (date)	To (date)
My reason for absence in term time is exceptional because:			
Does your child have any siblings for which you are requesting absence in term time in other schools? (Please circle)	Yes	No	
I will ensure my son/daughter's progress will remain unaffected by:			
Parent/Carer signature			

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 2 WEEKS' NOTICE OF INTENDED ABSENCE – any incomplete forms will automatically be refused

For Office Use Only		
Would he/she miss any national tests or examinations?	Yes	No
Is his/her attendance already below 96% of a previously agreed target?	Yes	No
Is the requested absence during the month of September?	Yes	No
Has he/she already been absent for more than 10 days?	Yes	No
Has he/she already had leave of absence this year?	Yes	No
Did he/she have a leave of absence last year?	Yes	No
If child has had absence during term time approved during this school year – number of days previously agreed	Days	
Current attendance % at time of applying from: http://www.Go4schools.com		
Absence approved / denied:		