

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Taking your child out of school during term time could be detrimental to your child's educational progress.

There is **no** entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and a holiday is taken, the case will be referred to Attendance Solutions Essex who may issue a Penalty Notice of £60 to **each parent for each child taken out of school.**

**Please complete one application per child.**

Name of Child(ren)	
D.O.B:	
Tutor Group:	

Date of First Day of Absence: \_\_\_\_\_

Date of Last Day of Absence: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

**Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.**

Signed: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Assistant Headteacher**

**Percentage attendance last year (if applicable):**

**Percentage attendance this year:**

**Calendar (please check for any examinations or timetabled revision):**

**Previous Holiday Taken:**

**Head of Year/Assistant Headteacher Authorisation:**

**Any other considerations:**