

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 (It is the policy of the governing body not to authorise leave where a pupil's attendance is less than 90% in the previous school year/school term).
- 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 HEADTEACHER of COLLATON ST MARY CE (VA) PRIMARY SCHOOL:

I wish to apply for

names(s) of child(ren) _____	Class _____
_____	Class _____
_____	Class _____

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

Please complete a reason for your request to take holiday during term time. The school cannot authorise forms giving the reason as "holiday".

Reason for request during term time: _____

Signatures of parents/carers _____ Signatures of parents/carers _____

Address: _____

Telephone Number: _____

Office Use:

Authorised	<input type="checkbox"/>	Signature of Headteacher _____	Date _____
Not authorised	<input type="checkbox"/>		

% attendance _____ (prior to this application)

Comments: _____

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Name of Child(ren) _____ Dates requested _____

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

Comments: _____

SIGNED _____ **Headteacher** **Date** _____