



*Ss John Fisher & Thomas More Catholic Primary School
Woodhouse Lane
Benchill
Wythenshawe
M22 9NW*

Headteacher:
Mr. D. Hemington

Tel : 0161 998 3422
Fax : 0161 945 5616

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent 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.** Any absences due to holidays will be unauthorised unless there are very exceptional circumstances.
- If you wish to take your child “out of school” during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence will only be granted in very exceptional circumstances.
- If the absence is authorised and you do not return on the agreed date, you will be at risk of losing your child’s school place.
- Please be aware that if your child is absent for 10 school days they will miss 5% of their education during that academic year.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child’s absence and give permission for a holiday in term time, the school will take these and other factors into account.
- 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 result in a Fixed Penalty Notice.**

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, then please complete the application attached. This form should be returned to school as far in advance of the proposed absence as possible.

D Hemington
Head Teacher

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name Class

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Reasons for absence from school:

.....
.....
.....

I make an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised.

Name of Parent/Carer making application

Signed

Date

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL

(You will receive a copy of this form signed by the Head Teacher as below)

Dear Parent/Carer,

I can confirm that the above holiday request has been authorised / unauthorised.

D Hemington
Head Teacher

Comments:
.....
.....