



APPLICATION FOR ABSENCE IN TERM TIME

Parents do not have a right to take their children out of school for the purposes of a family holiday. By law a Head Teacher may not grant any absence in term time unless there are exceptional circumstances.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave. Please wait for a response **before** booking your holiday.

If you take your child out of school without the Head Teacher's permission, you may be issued with a penalty notice. This could amount to £120 per child for each parent – two parents with two children could incur a total cost of £480.00.

PARENTS SECTION - to be completed as far in advance as possible

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number	

Please state the exceptional circumstances:

Please state the exceptional circumstances:			
Number of school days absence requested			
Dates from		to	
Parent's/Guardian's Signature			



Bishopstone C.E. Primary School



SCHOOL SECTION – *to be filled in by school administrator*

Would (s)he miss any national tests or examinations?		Yes / No
Is his/her attendance currently below 90%?		Yes / No %
Was his/her attendance above 95% last year?		Yes / No %
Has (s)he already had leave during term time this school year?		Yes / No
Did (s)he have leave of absence in term time during last year?		Yes / No
Holiday in term time is:	Approved for _____ days Not approved for _____ days	Bishopstone Church of England Primary School states that any unauthorised absence for a holiday in term time may result in the issuing of a fixed penalty notice.
Head Teacher's signature		

Please return a copy of this form to the parent after consideration.