

The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



Primary School

Explore - Dream - Discover

Web: www.willowsprimary.com

Email: office@willowsprimary.com

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

Important : Before completing this form please read the notes overleaf carefully

Child(ren)'s name and class(es)	
1	
2	
3	
Home address	
First day of leave requested	___/___/20__
My child will return to school on	___/___/20__
Reason for application for absence. Please provide as much detail as possible and continue on separate sheet if required	
I wish to make an application for my child/children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.	
Name of Parent(s)/ Guardian(s) making application	
Signed	
Date	

Office Use only

Current attendance % 1. 2. 3.	Unauthorised half days in last 10 weeks
The above leave is authorised/not authorised (delete as applicable), in accordance with the school's procedures and attendance policy, available from the school website	
Signed	Date form received
A Rudge, Pupil Support Officer	



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Dear Parents/Guardians,

Overleaf is an application form for you to request permission for your child to be absent from school during term time.

Before making this application please carefully consider the following –

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school
- If you wish to take your child out of school during term time you must apply for permission in writing using this form. Unless there are very exceptional circumstances, then holidays during term time will be 'unauthorised' by the Head Teacher.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, when starting a new school and at the start of a new term. In deciding whether or not 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 refuses your application and you still take your child out of school, the absence will be treated as unauthorised. Unauthorised absences may lead to the issue of a Fixed 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 during term time, please complete the application overleaf.

This form should be returned to your child's school as far in advance of the proposed holiday as possible and with no less than 4 weeks' notice.

