



North

Yorkshire County Council

Children and Young People's Service

**GLADSTONE ROAD PRIMARY SCHOOL**

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 7 days before the first date of the period of absence being requested.

**Parents/carers must obtain the schools permission before making any bookings for any leave during term time.**

**No parent/carer can demand leave of absence as of right.** The law says that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should then determine the number of school days a child can be away if the leave is granted.

**A child will not be granted leave if their attendance is below 90%.** A leave of absence may be provisionally authorised in advance but if your child's attendance subsequently drops then this provisional authorisation will be overturned and any leave taken will be recorded as unauthorised. We will notify parents in writing if this is the case. **Governors will not agree to any leave of absence during September.** You should also be aware that Fixed Penalty Notices may be issued for any unauthorised leave.

Taking leave during term time means that children miss important school time-both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's education

Name of pupil(s)..... Class .....  
Address: Telephone:

I request permission for my child to be absent from school  
From: ..... To: ..... Total school days: .....

**Reason of exceptional circumstance requiring leave during term time.**

Signature of parent/carer: .....Date: .....

**For school use only**

Seen by Attendance Officer.....Current attendance rate.....%

Seen by Head teacher (signature): .....Date: .....

Decision reached: .....Date reply returned.....