

Application for Leave of Absence for your child during term-time

As a parent/carer you should complete this form and return it to your child's school AT LEAST FOUR WEEKS before the date when you want the period of absence to start.

Child's Full Name: Year Group:

Period of absence: for days from to (inclusive)

Reason requesting absence (if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time).

Name: Relationship to child:

Signed: Date:

Please indicate if your child has siblings in any of our feeding schools:

- Henlow Middle Samuel Whitbread

SCHOOL ACTION

Current Attendance%

- Previous holidays checked
 Class Teacher informed/consulted
 Headteacher to authorise
 Supporting evidence required

Application for Leave of Absence during term time Return Slip

To: Parent/Carer

Permission has / has not been granted for

to be absent from school for days from to (inclusive)

Reasons given (if appropriate)

Signed: (Headteacher) Date:

Please Note: There is no automatic right to absence for a family holiday. Holiday absences which have not been agreed will be marked as unauthorised and MAY be referred to the Local Authority for consideration of a Penalty Notice or other action. The Policy is regularly updated and amended to take into account Local Authority and National guidelines.

Please do not book any holiday until the School has been consulted.