



Longden CE Primary School

Leave of Absence in Term Time Request Form

Are you planning on taking your child on holiday during term time?

If so, please think carefully...

- There is no automatic entitlement to any leave in term time, therefore parents must seek schools' permission prior to the date of the absence
- School will only authorise under exceptional circumstances
- School will require parents to fill in a LATT form prior to booking a holiday and/or attend a meeting in school.
- There may be occasions when even in exceptional circumstances, the leave may be unauthorised. For example- SATS week.

Reasons why you should not take your child out of school in term time:

- Evidence shows that even small amounts of absence can affect a child's progress and attainment.
- The education of your child could be disrupted both prior to and after leave, causing them to fall behind.
- For every week a child misses, they lose 25 hours of education which they cannot regain.
- If you choose to take your child on holiday during term time, you may be issued with a penalty notice.

It is a legal requirement for parents/carers to obtain the permission of the headteacher before removing their child/children from school in term time. The legislation only allows the head to authorise leave in an exceptional circumstance.

Longden CE Primary School

Application for Leave of Absence in term time

Please complete this form well in advance for consideration before the proposed leave time and before committing to any expense. Upon receipt of



this, the headteacher will decide as to whether to authorise the absence, being mindful of government legislation and LA guidance.

Where school have concerns regarding the request, the headteacher or representative will arrange a meeting with you to discuss your application.

WARNING

If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice, or take court action in respect of non-school attendance for this and any future unauthorised absence:

- Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time
- The headteacher has refused the request but the absence occurs anyway; or
- A pupil has not returned to school by the agreed date with no satisfactory explanation

Parents Section

Surname:	First name:
DOB:	YEAR GROUP:
Surname of Parent/Carer:	First name:
Relationship to child:	Any other sibling applying for leave?
Postcode:	Home address:
Email address:	Contact Number:



Please provide information regarding the exceptional circumstance supporting this application for leave:

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Length of absence (number of school days):	
Destination if applicable:	
Date of departure:	
Date due back in School:	
Date of application:	
Signature of parent/carer:	

Employer details

If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken in school holidays.

Name of employer:	
Address:	
Telephone:	
Signature:	



School Section

Date received:

Date of meeting with parents (if applicable):

Pupils' attendance:

Gender of child: **MALE / FEMALE**

Leave request approved: **YES / NO**

Parents informed of decision: **YES / NO**

Reason (s) for decision:

Number of previous applications granted:

Headteachers signature:

Date: