



HENLOW V.C. MIDDLE SCHOOL

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 SIX (6) WEEKS before the date when you want the period of absence to start. (A separate application must be completed for each child)

Child's Full Name: Date of Birth:

Class: Address:

Period of Absence: for days from to (inclusive)

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

Name: Relationship to child:

Signed: Date:

Please indicate if you have children in other local schools and name them

Important information for parents/carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on whether the application meets the DCSF '**Special Circumstances**' criteria, the pupil's current attendance record and other criteria set out in the guidance letter accompanying this form
- Request for leave should be submitted to the school **no less than 6 weeks** prior to the start of the holiday by the parent/carer with whom the child normally lives
- Authorisation during Examination periods (eg. SATs) and in the first term of any new school placement **will not** be granted
- Any requests for extended leave, i.e. more than 10 school days in any academic year, will result in an interview with a senior member of school staff. Only in **exceptional circumstances** will such leave be authorised

For School Use

Does this meet 'Special Circumstances' criteria?

Timetable checked?

Previous holiday checked?

Form Tutor consulted?

Current Attendance %

Interview offered to Parent / Carer? Yes / No

Date:

Authorised? Yes / No Signature:

Date: