



Green Lane Primary Academy

Application for absence for holidays in term time

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school. If you don't you risk a £100 penalty notice. Green Lane Primary Academy and other members of the School Partnership Trust follow a common policy on holiday absence, but it is up to the Principal of the school to decide whether or not the absence will be authorised.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

Some things to consider in respect of taking children out of school during term time:

- Children must attend school regularly to achieve their full potential
- Children who are kept out of school can feel vulnerable and miss out on key work
- Family Holidays in term time are disruptive to children's learning
- On average children who miss 17 or more days per school year fall behind significantly and can lose a full level at the end of each key stage.

The schools within the School Partnership Trust have agreed that holidays during term time cannot be authorised by the academies/schools:

- During national or school test or examinations
- During the start of the academic year, ie 1st two weeks of school year
- For more than 10 days during term time in any school year (September – July)

If, under the above circumstances, parents or carers take their child from school for a holiday, their child's absence will be recorded as unauthorised in the class register.

Authorised Holidays

Holidays in term-time can only be authorised if:

- There is a proven record of high attendance
- Requests are made on the appropriate form

Application Form

Parents wishing to apply for their child to have leave from school should complete the form overleaf and return it to school for authorisation.

Thank you

PARENTS SECTION (to be completed first)

Surname of child				First name					
Date of birth		Class							
Surname of parent/guardian				First name					
Address of child									
Postcode				Telephone number					
About the request for your child's leave of absence	Reason for taking a holiday in term-time								
	Would (s)he miss any national tests or examinations?						Yes / No		
	Is his/her attendance already below 90% or a previously agreed individual target?						Yes / No		
	Is the proposed absence during the month of September?						Yes / No		
	Would (s)he be absent for more than ten school days?						Yes / No		
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)						Yes / No		
	Did (s)he have leave of absence during term-time in the previous school year?						Yes / No		
Length of absence (school days)				From (date)			To (date)		
Emergency telephone contact in the Leeds district									
Parent's/Guardian's signature									

SCHOOL SECTION

Holiday in Term Time	(i) approved <input type="text"/> school days	Education Leeds policy states that more than five days unauthorised absence in any one term may result in the issuing of a Fixed Penalty Notice.
	(ii) not approved <input type="text"/> school days	
Date of Meeting with Parent		
Head Teacher's signature		

Please return a copy of this form to the parent after consideration.