Application for Leave of Absence in Term Time

Parents/carers are **strongly urged** not to book holidays or take special leave during school term time because;

* Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
* Other pupils education could be affected – the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
* Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

There are **190** school days in a year – this leaves **175** days for holidays, cultural activities and family time, requests for special leave should only be made if **absolutely unavoidable**.

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| --- | --- |
| Child’s Name: | Class: |
| Reason for Special Leave Request: |
| First Date of Absence: | Return to School Date: |
| Name of Parent/Carer: | Signed: |
| Date: |  |

AUTHORISED  UNAUTHORISED 

Signed Head Teacher Date:

Please return this form to the main school office as soon as possible. You will be informed of the outcome of your request for special leave by letter.

