**St John’s and St Clement’s CofE Primary School**

**Application for Leave During Term Time**

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Head Teacher’s discretion to decide whether or not the absence will be authorised. The Head Teacher may authorise leave during term time for exceptional circumstances only. If leave is taken without permission, or no application is made, parents/carers risk being issued with a Penalty Notice or being prosecuted upon their return. Parents/Carers wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave. The application will be discussed with the school’s Link Early Help Practitioner whose advice will guide the outcome.

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| **PARENTS/CARERS SECTION**  |
| **Surname of child** |  | **First name** |  |
| **Date of birth** |  | **Year** |  | **Class** |  |
| **Full name of parent(s)/carer(s)** |  |
| **Address of child** |  |
| **Postcode** |  | **Telephone number** |  |
| **Reason for request** |  |
| **Departure and return Date** |  |
| **Would your child miss any national tests or examinations?** | **Yes / No** |
| **Is his/her attendance above 95% over the past 12 months?** | **Yes /** **No/****don’t know** |
| **Has (s)he had leave during term-time in the last 12 months?** **(If so, please give dates, reasons, and number of school days leave)** | **Yes / No** |
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| **Parent/Carer signature** |  | **Date**  |  |

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| **School’s Response to Parents – copy to be sent to parents and kept on file.** |
| Approved or not approved request for leave | (i) **approved** \_\_\_\_\_ school days | (ii) **not approved** \_\_\_\_\_ school days |
| Reasons |  |
| Date parent/carer informed of approval/non-approval |  |
| Early Help Manager’s signature |  | Date |  |