



Request for Leave of Absence during Term Time

This is an application for you to request permission for your child to be absent from school during term time. Before completing the application form, please read the notes carefully.

- The law states that parents do not have the right to take your child out of school during term time. The school works closely with the local authority to ensure children attend school regularly.
- If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The headteacher will authorise such absences only in exceptional circumstances.
- Department of Education guidelines are clear that family holidays cannot be authorised.
- A request for leave of absence during term time may trigger some form of investigation from the school and/or a referral to Children’s Social Care if we have safeguarding concerns.
- If the school refuses your application and you still take your child out of school, the absences will be recorded as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons for irregular school attendance because poor school attendance puts your child’s academic and social progress at risk. No holiday can ever make up for time lost at school.
- This application form and subsequent letters sent to you by school may be forwarded to Slough Borough Council if we have concerns about your child’s attendance at school.

Having read these notes, if you still wish to apply for a leave of absence, then please complete the application and return **IN ADVANCE** of the requested dates.

Pupil name (s) _____ Year _____

I request permission for my child to be absent from school between the following dates:

Dates of absence _____ Total number of days _____

Reason for absence from school _____

I understand that if this absence is not agreed then it will be marked as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.

Name of Parent/Carer making application _____

Signed _____

Date _____