

Application for leave of absence during Term Time
Canon Burrows CE Primary School

From the 1st September 2013, the law gives no entitlement to parents/carers to take their child on holiday during term time. This will only be granted in exceptional circumstances. To avoid unnecessary upset please do not book holidays until you have had the completed reply slip below returned to you from school. Parents/guardians may face legal action if a pupil is withdrawn from school without authorisation.

Section 1 – To be completed by Parent/Carer

Child's name: **Class:**

Address:

First date of absence/...../.....

Last date of absence/...../.....

Date of return to school:/...../.....

I wish to apply for my child to be absent from school during the above dates. The exceptional circumstances are as follows;

.....
.....
.....

I confirm that I have read and understood school's Attendance Policy prior to making this application

Signed :

Date:/...../.....

Please print name: **Relationship to child:**

Section 2 – To be completed by school and returned to the Parent/Carer

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Child's name : Class:

Attendance rate:% as at/...../.....

I wish to confirm that your application for day(s) leave of absence for the above child during term time has been Authorised / Unauthorised.

Signed:..... Please type name:

Position: Date:...../...../.....