

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 7 days before the first date of the period of absence being requested. Parents/carers must obtain the schools permission before making any bookings for holidays in term time.

No parent/carer can demand leave of absence for the purposes of a holiday as of right. Acting under new Government and North Yorkshire County Council guidance issued in May 2017, we will not grant leave of absence during term time unless there are exceptional circumstances. The criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
 - Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. **Evidence must be provided.**
 - When a family needs to spend time together to support each other during or after a crisis
- North Yorkshire County Council will be issuing all Penalty Notices requested by schools which meet the criteria of ten or more unauthorised sessions leave (in a block or accumulatively over a four month period) taken without the permission of the school, and where the reason given does not meet any criteria for exceptional circumstances outlined above.

Taking a holiday during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

Name of pupil(s)Class

Name of sibling(s) and School from any other School / Educational Setting

Address

Telephone

I request permission for my child to be absent from school

From To Total school days

Exceptional circumstances for request:-

Evidence Attached Yes/No

Signature of parent/carer Date

For school use only

Seen by head teacher (signature) Date

Decision reached Other outcome

Date reply returned