

# THE HELENA ROMANES SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE FOR STUDENT HOLIDAY FROM SCHOOL DURING TERM TIME

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holidays in term time. **There is no legal right to do so.**

However, you may apply to the school for Leave of Absence for up to 10 school days in the school year. Requests for leave of absence will be limited to one application only per academic year. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DCSF.

**Please Note:**

Leave will only be authorised in the most exceptional of circumstances

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to each parent for each child taken out of school.

<b>NAME OF CHILD(REN):</b>	
<b>DOB:</b>	
<b>REGISTRATION GROUP(S):</b>	

Date of First Day of Absence: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

Reason for holiday to be taken during term time:

Signed: \_\_\_\_\_ Parent/Carer      Date: \_\_\_\_\_

Name: \_\_\_\_\_

**School/Office Use Only:**

Student Name: ..... Registration Group: .....

Proposed Dates of Absence: .....

Authorised/Unauthorised

Signed: ..... DoL Year: ..... Date: .....

**Total Sessions (ie half days) student absence this year to date:**

**Total unauthorised student absences this year to date:**