

### Application for leave of absence

Holidays will only be authorised under exceptional circumstances. This is inline with government guidance and supported by our Academy Council and Local Authority. Headteachers are only allowed to authorise such leave in special or exceptional circumstances. By definition, special or exceptional trips should not occur regularly including on an annual basis and it is not expected that holiday leave will be requested on an annual basis.

A total of thirteen weeks holiday is already available to all parents/carers and any days off in term-time would lead to valuable learning time that is lost. This should be taken into account when considering your child's absence from school.

Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and well in advance of the proposed leave. You will receive a letter in response letting you know whether your request has been authorised. Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice.

Child's full name:	
Class:	
Dates requested: (and total number of school days missed)	
Reason for Absence: wedding/exam (please provide proof where applicable)	

**Decision re: Application for Leave of Absence During Term Time** (For office use only)

Att %:.....

Authorised? Y / N

Consideration for a FPN: Y / N

Coding (please highlight the appropriate code):

B – Educated Off Site

C – Leave of Absence authorised by school

Y – Exceptional Circumstances

D – Dual Registration

H – Authorised Family Holiday

J – Interview



**Tadpole Farm**  
CE Primary Academy

M – Medical/Dental Appointment

P – Approved Sporting Activity

R – Religious Observance

S – Study Leave

T – Gypsy, Roma and Traveller Absence

V – Educational Visits

W – Work Experience

G – Unauthorised Family Holiday

O – Unauthorised Absence

Other (please specify) –

Signed: .....

Date: .....