



Moulton Chapel Primary School



APPLICATION FOR TERM TIME LEAVE OF ABSENCE

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's education progress. The Local Authority expects all parents/guardians to ensure their child attends school wherever possible. Any absences, including holidays, taken during term time, could hinder academic achievement. If you wish to apply for your child to be absent from school, please complete this form and return it to school for consideration.

As a parent or carer, you should avoid booking holidays or visits overseas during term-time.

*Parents are reminded that they do not have any entitlement to term-time leave for their children. At Moulton Chapel Primary School, we will not agree to authorise leave during term-time unless there are **exceptional circumstances** which warrant this-these circumstances should be detailed within this application. Retrospective permission will not be given.*

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence and could lead to a Fixed Penalty Notice (FPN) being issued. This unauthorised absence will appear both in the school register and in your child's report.

Parent section

Full name of child/children

Name of parent / guardian

Reason for absence – please use overleaf if necessary.

Length of absence (School days)

Dates of absence

Parent/guardian signature

School section

Attendance to date

Total number of absence days requested this year

Leave approved

Yes / No

Decision made by

Date:

As you are aware, schools report their attendance to the Governors and Local Authority and can only approve term time absence in exceptional circumstances. Taking leave of absence during term time could lead to a Fixed Term Penalty Notice being issued by the Local Authority. If you would like to discuss your request further, please do not hesitate to contact school to make an appointment.

Thank you.