

**APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME**

To Mrs Prior,

I wish to apply for

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to be authorised as absent from school

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (inclusive dates) Total days\_\_\_\_\_\_\_\_\_

**BEFORE COMPLETING THIS FORM WE RECOMMEND YOU READ THE ATTENDANCE POLICY ON THE WEBSITE.** Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional, meaning the reasons why the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event. If you require additional space please continue on the other side of the page.

Signed parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The secretary of State for Education has removed the discretion of headteachers to grant up to ten days leave in term time holidays. Therefore all holidays will be marked as unauthorised and could be subject to a fine of up to £60 if paid in 21 days or £120 if paid in 28 days. These fines are issued per child per parent. Parents are still allowed to take their children out of school for exceptional circumstances at the discretion of the headteacher. The Milton Keynes code of conduct has been updated to reflect the new arrangements and now states that a fine can be incurred if a child is removed from school for ten unauthorised sessions (five days).

**office use only:**

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance rate in current year\_\_\_\_\_\_\_\_\_\_\_\_

Attendance rate in previous school year\_\_\_\_\_\_\_\_\_\_\_\_

 Request approved for \_\_\_\_ number of days.

 Request not approved. Unfortunately, I have been unable to authorise your request in line with the Education (pupils) regulations 2006 and 2013.

Signed by headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_