



THE GRENEWAY SCHOOL
Garden Walk Royston Herts SG8 7JF

**APPLICATION FOR LEAVE OF ABSENCE OR
ANNUAL HOLIDAY DURING TERM TIME**

All applications for leave of absence must be made *no later than 3 weeks before commencement of the holiday period.*

We very much want to work in partnership with you to ensure your children receive the best education possible. At Greneway, we are committed to promoting excellent levels of attendance and punctuality. We firmly believe that only if children attend school regularly and punctually will they be able to take full advantage of the educational opportunities available to them.

By law, all children of compulsory school age must receive a suitable full time education. As a parent/carer you have a legal responsibility to make sure this happens. Once your child is registered, you will be fully aware that you are legally responsible for making sure they attend regularly.

Please use the attached form to request leave of absence, for example, to attend an interview at another school, to attend an approved off-site tuition, to attend an exceptional special occasion or to be granted leave of absence for an exceptional circumstance. The DfE make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents or Carers should not expect such leave to be granted as a right.

If a holiday is taken without consultation, the absence will be 'unauthorised'. Parents/carers who consider that they meet the criteria for 'exceptional circumstances' must complete this 'Leave of Absence' form and send in a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances'.

Examples of 'exceptional circumstances' are:

- For Service personnel and other employees prevented from taking holidays outside of term time, if the holiday will have minimal disruption to the pupil's education.
- When the family needs to spend more time together to support each other after a crisis.

Holidays which are taken for certain reasons will not be authorised. For example:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of term

Please complete the form overleaf, together with a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances'.

I request that (name of child)Form
be granted leave of absence from The Greneway School
from to 2017/2018 (actual number of school days :.....)
in order to (briefly state reason)

This form must be accompanied by a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances'.

Have you already taken or requested leave of absence from school this academic year:

YES / NO If yes, how many days

Name: (Please print)

Relationship to child:

Address
.....

The Greneway School endeavours to work with you and your child/ren to ensure that good attendance is maintained and we will contact you should we have concerns regarding your child/ren's attendance record.

Please be aware that should your child/ren's unauthorised absences reach 15 sessions (7.5 school days) or more in the current and/or combined with the previous term the Local Authority will be informed and you **could** be issued with a Penalty Notice.

Signed: Date
(Parental/Legal Guardians)

Signed: Date
(Parental/Legal Guardians)

By signing this form you confirm that you have read and understand the meaning and implications of unauthorised absences.