



Headteacher: Cassie Moss

Application for Leave of Absence in Term Time

Parents and Carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities in later life.
- Other pupils' education could be affected – the time teachers have to help all the children in the class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be recaptured later.
- The school is judged on its attendance data.
- There are 190 school days in a year – this leaves 175 days for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the Headteacher giving at least two week's notice. **Please be advised that absence in term time will only be authorised under exceptional circumstances.**

Pupil's Name _____ Class _____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school _____ Date of return to school _____

Total number of school days missed _____

Reasons for absence from school (please continue on other side if needed):

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular attendance.

Name of Parent/Carer making application _____

Email Address _____ Tel.Number _____

Signed _____ Date _____

YOU WILL BE NOTIFIED BY EMAIL AS TO THE OUTCOME OF THIS APPLICATION

For Office Use Only

Authorised

Unauthorised

Headteacher's signature _____

Code

E: admin@yerbury.islington.sch.uk W: www.yerbury.islington.sch.uk

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Work hard, play well, learn lots, have fun!