



# ABBOT ALPHEGE ACADEMY

Beckford Drive, Lansdown, Bath, BA1 9AU

## REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME

### PLEASE REMEMBER

Detailed reasons **must** be given about why the holiday needs to be taken during a school term.

Your child's attendance record will also be taken into account when a decision is being made.

Parents **do not** have an automatic right to withdraw pupils from school for a holiday and, by law, have to apply for permission in advance.

**This form must be completed and returned to school no less than two weeks before the planned absence.**

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

**CHILD'S NAME:** ..... **CLASS:** .....

I would like to take my child/ren on holiday from:

Date of First Day of Holiday	
Date of Last Day of Holiday	
Total No of School Days	

This holiday must be in term time because:

.....

.....

.....

..... (please continue overleaf if necessary)

Signed: ..... (Parent/Guardian) Date : .....

Authorised by: ..... (Headteacher) Date : .....

Dear Parent/Guardian

RE: ..... (Name/s) Class: .....

CURRENT ATTENDANCE
%

Further to your recent request for leave of absence.

**Leave of absence has been authorised** between ..... and .....  
Please ensure that your child returns to school promptly following your holiday as failure to do so may result in their removal from the school roll.

**Leave of absence has been refused.** Any absence from school  
between ..... and ..... will be marked as unauthorised and as such may be referred to the Educational Welfare Service.

Signed: ..... (Headteacher) Date: .....