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: ……