

## Permission Request For Time Off In Term Time

Form to be submitted one month prior to absence

**The Department of Education Guidance states:**

- Parents/carers should not normally take students out of school in term time.
- Research shows that there is a direct correlation between attendance and achievement at GCSE.
- Each request for holiday absence should be considered individually, taking account of the age of the student, the time of year proposed for the trip, its nature, the overall attendance pattern of the student, the child's stage of education and progress.
- If the school does not agree and the student goes on holiday, the absence is unauthorised. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.
- Parents/carers can be given a penalty notice or prosecuted for periods of unauthorised holidays.

Name of Child(ren)	
Year and Tutor group	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending (including primary schools)	

Special circumstances (reason) for holiday to be taken during term time, (continue overleaf if necessary):

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/carer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

**For school use:**

Attendance %: \_\_\_\_\_

Forthcoming exams? \_\_\_\_\_

Total sessions student absent this academic year: \_\_\_\_\_

Total unauthorised absence this year: \_\_\_\_\_

Request authorised: Yes/No

**Taking your child out of school during term time may harm your child's academic progress**