**Permission Request For Time Off In Term Time**

**Form to be submitted one month prior to absence**

**The Department of Education Guidance states:**

* Parents 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 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 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**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**