



Application for Leave of Absence

Any application for holidays must be made six weeks in advance and only by the parent with whom the child normally resides.

Child's name: Class:

Period of absence: days. From:.....to:.....

Reason (if the application is for the family holiday, please provide additional information outlining why the holiday must be during term time).

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.....
.....

Signed by Parent/Carer: Date:

Print name Parent/Carer:

This application will be considered carefully, and Studham Village CE Academy will only authorise it in 'exceptional circumstances'.

Exceptional circumstances are defined as:

- For service personnel and other employees prevented from taking holidays outside of term time provided the holiday will have minimal disruption on the child's education.
- For families that need time to support each other after a crisis.

It is expected by the Education (Pupil Registration, England) Regulations 2006 and Central Bedfordshire Council that schools will not authorise holidays requested because of:

- **Lower prices during term time.**
- **Poor weather experienced during school holiday periods.**
- **Overlap with the beginning or end of term.**

In addition, holidays will not be authorised if requested during a period of statutory assessment.

We trust that Parents and Carers will work with the school to ensure that the regulations are adhered to. Should your application be refused, and the holiday taken, a Fixed Penalty Notice may be issued.

Once completed this form should be returned to the school office.

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Application for Leave of Absence during Term Time Return Slip:

Dear Parent/Carer

Permission has/has not been granted for

to be absent from school for day(s) from to (inclusive).

Reasons given (if appropriate)

Signed by: Date:

Miss K Flowers - **Interim Headteacher**

Please note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.