

## Application for Planned Absence from school during term time

Name of child/children \_\_\_\_\_ Class(es) \_\_\_\_\_

Proposed date(s) of Absence:

From \_\_\_\_\_ To \_\_\_\_\_ (inclusive)

Reason for absence: \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_

### EXCEPTIONAL CIRCUMSTANCES

**This section only to be completed if you deem your circumstances exceptional**

Please detail below why you are requesting to take your child out of school.

---

---

---

- This form should be completed by the parent (or carer) and forwarded to the Headteacher of your child's/ children's school **not less than six weeks** before the planned absence is to begin.
- Parents have no automatic right for their children to be absent from school.
- Pupils are not normally granted leave of absence except in exceptional circumstances in line with Department of Education guidance.
- We are unable to authorise holiday absence unless we deem exceptional circumstances.
- Unauthorised absence will be reported to Worcestershire County Council in line with the Worcestershire County Council guidance. These unauthorised absences may be subject to a holiday penalty notice fine by Worcestershire County Council. A copy of the guidance is available from the school office.

### **For school use only**

Academic year \_\_\_\_\_ Current attendance \_\_\_\_\_ Current application \_\_\_\_\_

Total time requested during this academic year \_\_\_\_\_

Dear Parent/ Carer

Pupils Name \_\_\_\_\_ Class(es) \_\_\_\_\_

Thank you for submitting a completed absence form.

I am happy to authorise your application for absence.

I am unable to authorise any holiday absence by law. This absence will be recorded as unauthorised.

Date(s) of absence \_\_\_\_\_

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

\_\_\_\_\_  
**Mrs A Moss (Headteacher)**

# WORCESTERSHIRE EDUCATIONAL SERVICES

Application for Planned Absence of School Children during Term time.

When applying to the *Governors* for leave of absence from school, you must explain why you think it is necessary for your child/children to be away for a period of time.

You will need to let the *Governors* have the following information:

- i. The nature and purpose of the absence
- ii. The duration of the absence and its impact on your child/children's education, particularly in terms of continuity of learning