



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

I hereby make application for leave of absence from school for my child (one form required per child):

Date of application _____

Name of Learner _____

Learning Group _____

From Honywood School between the following dates:

First Day of Leave _____

Date of Return to School _____

Total number of school days

Reason for holiday to be taken during term time (Please continue on a separate piece of paper if necessary, and please note that circumstances should be exceptional)

I certify that I am the parent/carer of the child.

Signed: _____

Please print _____

Address: _____

Office Use only:

Date application received _____

Cohort Leader and/or Learning Group Leader comment

Approved by:

Cohort Leader _____

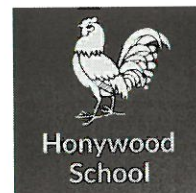
Headteacher _____

Total sessions (ie: half days) absence this year to date.

Total unauthorised absences this year to date.

Letter sent:

Entered onto SIMS



Dear Parent/Carer

Thank you for your application for absence from school during term time for a family holiday.

Parents should not normally take their children on holidays in term time. There is no legal right to do so. Agreement to each request is at my discretion, acting on behalf of the Governing Body as per the Pupil Registration Regulations 2006 – amended 2016.

If the absence is not authorised and the holiday is taken any way, a case could be referred to the Education Welfare Service who may issue a Penalty Notice of up to £100 to each parent for each child taken out of school.

As I am sure you appreciate, good attendance at school makes an important contribution to success. When learners miss school, it is very hard to maintain continuity in their learning, making it more difficult for them to make connections between different topics that they are studying. Absence can also have an adverse effect on relationships that learners are developing with their peers.

In planning any future holidays, please consider these points before coming to a final decision to take your child out of school.

Yours sincerely

A handwritten signature in black ink, appearing to be "James Saunders". The signature is stylized with a large, sweeping initial 'J' and 'S'.

James Saunders
Headteacher