APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Parents have a legal duty to ensure their child's regular attendance at school. The Headteacher / DSL has to consider the reasons for the request, the effect on the continuity of the child's learning and pupil's overall attendance.

Applications should, where possible be made well in advance.

Please provide as much information as possible to allow Headteacher/DSL to make an informed decision regarding your application.

Please feel free to make an appointment to meet with the Headteacher / DSL to discuss your application if you believe that there are special circumstances that you think the school should know about regarding your application.

You will receive written notification of the Headteacher / DSL 's decision.

Any absences not agreed with the school will be recorded as unauthorised and will be referred to the Educational Welfare Service and may result in your child losing their place at the school.

Child's name …… Year ……..

I wish to apply for leave of absence for my child(ren) for the purpose of

……

……

Dates for which leave of absence are requested:

From: …… To: …… Number of school days: ……
(First day of absence) (Last day of absence)

Have you previously had leave of absence for a holiday for this child in this school year? YES/NO

(If YES, please give dates: ……)

Date: …….. Signed: ……

Decision of Headteacher/DSL

The period of absence is authorised. ☐

The period of absence is unauthorised and will be referred to the Attendance Support Team. ☐

The period of absence is unauthorised and in consultation with the Attendance Support Team your child(ren) may be removed from the school roll. ☐

Comments……

Signed _____ Date _____

A copy will be sent to attendancesupport@hillingdon.gov.uk