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Application for Leave of Absence in Term Time

Parents and carers are strongly urged not to book holidays or take special leave during school term time because

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
- Other pupils' education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

There are 190 school days in a year – this leaves 175 days for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the headteacher. **Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.** Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Islington Pupil Services will issue a Penalty Notice to parents for unauthorised absences. Penalty Notices are fines of £60/£120.

Please use capital letters to fill this form in

1. Pupil's Name _____ Tutor Group/Class _____

Home Address _____

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ____/____/____ Date of Return to School ____/____/____

Total number of school days missed _____

Reasons for absence from school (please continue on other side if needed):

Please provide the names of all siblings that attend Highbury Grove School / any other schools

Name of Sibling

Name of School

_____	_____
_____	_____
_____	_____
_____	_____

2. Contact details whilst abroad/absent from school

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parents/Carer fails to provide required information than the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away: _____

Telephone number whilst away: _____

Email address whilst away _____

3. Please attach proof of where you will be whilst away.

I make application for my child named above to have authorised absence from school. I understand that if this is not agreed then any absence will be treated as unauthorised and this will be brought to the attention of the Islington Pupil Services which could lead to a penalty notice or a summons to court for irregular school attendance.

4. Name of Parent/Carer making application: _____

Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE