

LINTON VILLAGE COLLEGE CLUSTER SCHOOLS APPLICATION FOR LEAVE OF ABSENCE

To be completed by parents

You should not expect your child's school to agree to any absence for a holiday in term time. Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up on work later on.

Parents do not have a legal right to take children out of school on holiday. Schools will only consider requests for up to ten days a year in exceptional circumstances. Each application, which should be received two weeks in advance, is considered individually, taking into account the following factors:

- the child's attendance record (it should exceed 95% attendance)
- the timing of the holiday (it should not be taken during test times, exam days or at the beginning of term)
- the reason for the holiday (the exceptional circumstances must be explained - a cheap term time holiday will not be accepted as a valid reason for absence)

There is more information about what's acceptable and what's not on the leaflet provided.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

I request that (name of child) Tutor Group
be granted leave of absence from **Linton Village College**

from to 201..... (no of school days)

for the following reason:

.....

.....

Signature of Parent / Carer Date

To be completed by the school

Attendance record

95% or over Yes / No (circle)

The Assistant Principal:

Authorised this absence

Unauthorised this absence

Signature of Assistant Principal Date

Mrs D Hall