



William Fletcher Primary School
Where Everyone Counts

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 school **not less than six week** before 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.
- Unauthorised absence will be reported to Oxfordshire County Council in line with the Oxfordshire County Council guidance. The unauthorised absences may be subject to a holiday penalty notice by Oxfordshire County Council. A copy of the guidance is available from the school office.

For school us 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 have authorised your application for absence

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

Dates(s) of absence _____

Date: _____

Mrs Nind (Headteacher)



Application for Planned Absence of School Children during Term time.

When applying 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 provide 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.