

St. Edward's Church of England Primary School

Leave of Absence Application

Parents and Carers are reminded that in accordance with government legislation and guidance from the DFE, approval for holidays in term time will not be given unless you meet one of the following guidelines:

Our Governing Body consider **special circumstances** to be when there is **no choice to when holidays could be taken, for example:**

1. Service personnel and other employees who are **prevented** from taking holidays outside term time taking into account the issues stated above.
2. Where a family need time together to support each other following a crisis.

This form should be completed and returned to the office within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each child if more than one.

Parents and Carers are reminded that taking term time holidays without permission may be followed up and may result in fixed penalty fines by the Local Authority.

Name of Child: _____ Class: _____

Name of Parent/Carer: _____

Address: _____

Telephone Number _____

Leave of absence requirement

From: _____ To: _____

Please indicate the special circumstances below that meet the guidelines for this request for a leave of absence:

Signature: _____ Date: _____