

**Application for all holiday absence from school**

Parents and Carers should be aware that the Government has made amendments to legislation on Student Registration which comes into effect on 1<sup>st</sup> September 2013. This alters how absence is recorded in the case of family holidays taken during term time. The amendments remove previous reference to family holidays and extended leave as well as the threshold of ten school days. They make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please would you therefore be aware that if you ask for leave of absence for a holiday during term time, this absence will be recorded as unauthorised from the start of the new school year unless there are truly exceptional circumstances. A holiday being considerably cheaper during term time does not count as exceptional circumstances. We can no longer consider an excellent attendance record as reason to approve an absence.

Name of School: Horspath C of E Primary School

DfEE Number: 931/3161

Name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Surname of parent/guardian: \_\_\_\_\_ First name: \_\_\_\_\_

Address of child: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Reason for absence or exceptional circumstance :

Length of absence (number of school days): \_\_\_\_\_ Destination: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date due back to school: \_\_\_\_\_

Emergency telephone contact in the Oxfordshire area: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_

School Section

Date of meeting with parent/s \_\_\_\_\_ Leave approved Yes / No

Headteacher's signature \_\_\_\_\_

Number of previous applications granted:

Total to date: