



For office use only

Nurse	
Physio	
SaLT	
Office	
Register	

**FAMILY HOLIDAYS AND EXTENDED TRIPS DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school prior to the period of absence for which permission is being requested.

Please note that amendments have been made to **The Education (Pupil Registration) (England) Regulations 2006** allowing head teachers to grant leave of absence for the purpose of family holidays during term time. Head teachers may only grant LOA in exceptional circumstances. The Local Authority has identified exceptional circumstances as:

1. Service Personnel and other employees who are prevented from taking holidays outside term time.
2. Acute crisis within the family, where the family needs to spend time together to support each other.
3. Court order/formal agreement where parents have separated.

Where such absences are sanctioned by the school they constitute 'authorised' absence – where they are not they will constitute 'unauthorised' absence and will be recorded as such.

**The LA will be informed of any unauthorised absences for the purpose of family holidays**

Name of pupil \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

I request permission for my son/daughter to be absent from school

from \_\_\_\_\_ to \_\_\_\_\_ total school days \_\_\_\_\_

Please explain why the holiday needs to be taken in school term time:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed (parent/carer) \_\_\_\_\_ Date \_\_\_\_\_

The school has considered your request for leave of absence

from \_\_\_\_\_ to \_\_\_\_\_

Following D.C.F.S guidelines this will be recorded as authorised / unauthorised absence. Parents and pupils should recognise the importance of completing work missed as a result of this period of absence.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Head teacher