



St Ivo Academy
High Leys, Saint Ives PE27 6RR
Tel: 01480 375400

office@astreastivo.org
www.astreastivo.org
Principal: Sam Griffin

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £60 Penalty Notice per parent per child.

New Government Legislation came in to effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore St Ivo Academy will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in at least 2 weeks before any absence is taken.

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely St Ivo Academy's decision and not a parental right. Parents should be advised that absence without the consent of St Ivo Academy could result in further action and sanctions including a penalty notice.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time, please sign this page and complete and sign the application on page 2 (attached). This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Parent/Carer signature:

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM
SCHOOL DURING TERM TIME (All sections are mandatory)**

Surname of child		First Name	
Date of Birth		Year Group/Form	
Surname of Parent/Carer		First name of Parent/Carer	
Address of child			
Postcode		Telephone number	
Length of absence (school days)		From (date)	To (date)
My reason for absence in term time is exceptional because:			
Does your child have any siblings for which you are requesting absence in term time in other schools? (Please circle)	Yes	No	
If yes, please detail the name of the school:			
I will ensure my son/daughter's progress will remain unaffected by:			
Parent/Carer Signature			