



**St Ivo Academy**  
High Leys, St Ives, Cambridgeshire, PE27 6RR  
Tel: 01480 375400  
office@astreastivo.org  
www.astreastivo.org

**Interim Principal: Tony Meneagh**

### **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Attached is an application 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 into 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 authorizing 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 authorized 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 refuses your application and you still take your child out of school, the absences will be treated as unauthorized. 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 a holiday during term time, please sign this page and complete and sign the application of 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:..... Date: .....



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

<b>Surname of Student</b>		<b>First Name of Student</b>	
<b>Date of Birth</b>		<b>Year Group / Form</b>	
<b>Surname of Parent/Carer</b>		<b>First Name of Parent/Carer</b>	
<b>Address of Student</b>			
<b>PostCode</b>		<b>Telephone Number</b>	
<b>Length of Absence (School Days)</b>		<b>From (date)</b>	<b>To (Date)</b>
<b>My reason for absence during term time is exceptional because:</b>			
<b>Does your child have any siblings for which you are requesting absence in term time, in another school ? (Please circle)</b>	<b>Yes</b>	<b>No</b>	
<b>If Yes, please detail the name of the sibling(s) and their school</b>			
<b>I will ensure my child's progress will remain unaffected by:</b>			
<b>Parent / Carer Signature:</b>		<b>Date:</b>	

**Office Use only:**

<b>Date received by School:</b>	
<b>Authorised:</b>	<b>Unauthorised:</b>
<b>Signature of Principle:</b>	