



Meath Green Infant School
Kiln Lane, Horley RH6 8 JG
Tel: 01293 772708



Headteacher: Mrs H Powell

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

In order to minimise disruption to your child's learning, it is highly beneficial to not take leave of absence during term time. The governing body, however, recognises that there are certain circumstances which may necessitate this.

The Department for Education now states that Leave of Absence during term time can be granted only in exceptional circumstances and that all holiday absences will be unauthorised. The school can refer parents taking unauthorised leave to the Education Welfare Office for the process of implementing fines.

The governing body of the school accepts that no leave of absence will be granted unless there are exceptional circumstances. However, as a school, we will **not** refer parents to the Education Welfare Office for unauthorised leave of absence if all of the following criteria are met:

1. **Applications are made at least one month prior to the proposed absence;**
2. **Current attendance and that for the previous year are above 90%;**
3. **Only one requested period of up to 5 days per academic year is made, regardless of the number of days;**
4. **The request is not for the first week of any term; for Year 1 pupils does not conflict with the phonic screening week; for Year 2 pupils does not conflict with end of Key Stage 1 tests.**

Please check the above criteria carefully.

Please note that meeting these criteria will not mean that the request is authorised, but that the school will not refer the leave of absence to the Education Welfare Office. If the criteria are not met, the school may refer the unauthorised leave of absence.

I am writing to inform you that I wish to withdraw my child from school for the period:

_____ to _____ involving _____ days absence
from school.

The reasons giving rise to this request are as follows:-

I understand that this will be entered in the school attendance register as **unauthorised** unless the Governing Body considers there are exceptional circumstances to justify this request.

Name of Parent/Guardian _____ Signed _____ (Parent/Guardian)

Date _____

Name of child _____ Class _____ Year _____