



Application for Leave of Absence during Term Time

This form should be completed **AT LEAST SIX WEEKS** before the date when you want the period of absence to start. A separate application must be completed for each child.

Name of School			
Pupil's full name			
Address			
Form / Class Name			
Date of Birth		Year Group	
Period of Absence			
From		To	
Number of school days		Return to School date	
Absence			
(if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time)			
For more information: centralbedfordshire.gov.uk - Schools and education - Pupil support - School attendance - Holidays in term time			
Name		Relationship to pupil	
Signed		Date	

Please indicate if your child has siblings in our feeder schools:

<input type="checkbox"/> Arnold Academy <input type="checkbox"/> Harlington Upper School <input type="checkbox"/> Parkfields Middle School <input type="checkbox"/> Ramsey Manor Lower School <input type="checkbox"/> Westoning Lower School	<input type="checkbox"/> Chalton Lower School <input type="checkbox"/> Eversholt Lower School <input type="checkbox"/> Greenfield & Pulloxhill Lower Schools <input type="checkbox"/> Harlington Lower School <input type="checkbox"/> Silsoe Lower School <input type="checkbox"/> Sundon Lower School <input type="checkbox"/> Toddington St George C of E School
---	---

SCHOOL ACTION Current Attendance:	<input type="checkbox"/> Previous holidays checked <input type="checkbox"/> Liaise with feeder schools prior to decision/authorisation <input type="checkbox"/> Headteacher informed <input type="checkbox"/> Supporting evidence required
---	---

Decision Regarding Request for Leave of Absence in Term Time

Number of days requested	
Absence request authorised	
Absent request unauthorised	
Absent request can be partly authorised	
Reason for decision	
Signed by Headteacher	

Please Note: Absence for family holiday will only be considered in Exceptional Circumstances. Holiday absences which have not been agreed will be marked as unauthorised and may be referred to the Local Authority for a Fixed Penalty Notice. The Policy is regularly updated and amended to take into account Local Authority and National Guidelines. **Please do not book any holiday until the school has been consulted.**