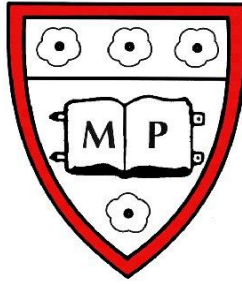


Malpas Park Primary School



"Making a difference together"

Application for Term Time Leave - Family Holiday

Dear Head Teacher and Governing Body,

I am writing to apply for a period of leave during term time due to a family holiday. In doing so, I recognise the following:-

- I have a legal responsibility to ensure my child receives an education and therefore this leave may trigger the issuing of a Fixed Penalty Notice in the event that unauthorised absences of the child are already at an unacceptable level
- I do not have an automatic right to withdraw my child from school in any event during term time
- The application is subject to individual case scrutiny by the Head Teacher, delegated by the school's Governing Body and authorisation is subject to set criteria – **the child's current level of attendance is 95% or above and punctuality is not a concern; whether or not leave falls within the period of national testing**

Name of Child:	
Class:	
Leave Begins:	
Leave Ends:	
Number of Days Lost:	

Name of Parent/Carer:	
Date of Notification:	

(Print)

Signature of Parent/Carer: _____ **Date** ____/____/____

Email address if you require the decision by email _____@_____

To be completed by the school

Name of Child _____ Class _____

Previous Academic Year Summary 01/09/____ am - ____/____/____ pm	Sessions	%
Attendances	_____	_____ %
Authorised absences	_____	_____ %
Unauthorised Absences	_____	_____ %
Possible Attendance		
Including		
Lates	_____	
Unexplained Absences	_____	

Current Academic Year Summary 01/09/____ am - ____/____/____ pm	Sessions	%
Attendances	_____	_____ %
Authorised absences	_____	_____ %
Unauthorised Absences	_____	_____ %
Possible Attendance		
Including		
Lates	_____	
Unexplained Absences	_____	
Leave Granted	Authorised <input type="checkbox"/>	Unauthorised <input type="checkbox"/>

Reason :-

Signature: _____ on behalf of the Governing Body