

Lower Boston Road

Hanwell

London

W7 2NR

Head Teacher Ms Liardet

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### APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Parents are requested to organise holidays outside term dates during school holiday periods. The DFE has advised schools not to authorise holidays during term time. Only in exceptional circumstances can a Head Teacher agree to a term time holiday. If you have some special circumstances which require you to take your child out of school during term time, please complete this application form and send it to the office. You should then make an appointment to see the Head Teacher, who will decide whether or not to authorise the leave.

NAME OF CHILD/CHILDREN.....CLASSES.....

DESTINATION.....

REASON FOR APPLYING FOR HOLIDAY DURING TERM TIME.....

PROPOSED DEPARTURE DATE.....

FIRST DAY BACK AT SCHOOL.....

TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR.....

NAME & SIGNATURE OF PARENTS / CARER

.....DATE.....

NAME & TELEPHONE NUMBER OF RELATIVE/FRIEND WHO THE SCHOOL CAN CONTACT IF NEEDED,

DURING THE ABSENCE.....

The school will consider the following points:-

1. The child's previous attendance history
2. The age of the child
3. The child's stage of education (e.g. SATS Years)
4. The time of year (SATS or exams)
5. The reason for the trip (An exceptional circumstance/emergency)
6. A fixed return date.
7. Any previous term time leave.

### FOR OFFICE USE

|                                                |                   |
|------------------------------------------------|-------------------|
| NUMBER OF DAYS PREVIOUSLY<br>TAKEN FOR HOLIDAY | FSM               |
| CURRENT ATTENDANCE %                           |                   |
| AUTHORISED DAYS                                | UNAUTHORISED DAYS |
| <b>SIGNED BY HEAD TEACHER</b>                  |                   |