

 **Crouch Hill Park**

**83 Crouch Hill**

**LONDON**

**N8 9EG**

**Tel: 0207 272 7145**

**Email: office@ashmount.islington.sch.uk**

**REQUEST FOR CHILD’S LEAVE OF ABSENCE DURING TERM TIME.**

**This form needs to be submitted at least 4 WEEKS prior to proposed leave. Only in exceptional circumstances may school agree leave of absence in term time.**

**Please complete this form and return to the school office.**

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_**

Parents and Carers are strongly urged to not book holidays or take special leave during the school term for the following reasons:

* Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
* Other pupil’s education could be affected – the amount of time that teachers have to help all children can be reduced if they spend time helping your child catch up after a holiday.
* Educational experiences in school missed as a result of a family holiday cannot be recaptured later

**There are 190 school days in a year - this leaves 175 days for holidays, cultural activities and family time**

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the school office. Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances. Each case is considered individually; however, leave will not usually be granted if your child has a low attendance of if the leave coincides with important learning opportunities or examinations.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to apply for my child to be absent from school during the following dates:

Date of last day at school\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of return to school\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of days missed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your child will not be able to attend on the date of return to school, please make sure that you inform us.**

**This needs to be done by phone or email. Failure to follow this requirement could result in your child being deleted**

**from the school roll and it may lead to referral to Local Authority (Access and Engagement Services) or ‘Children Missing from School’ Investigation Team.**

**Please state the purpose of this period out of school and why this must be taken during term time and not school holidays. (Please continue on additional paper if necessary.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact details whilst abroad/absent from school**

**If your child is being taken out of school during term and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the parents/carer fail to provide required information, then the school may make a referral to the International Police and International Social Services as a ’missing child’.**

**Address whilst away:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**P.T.O**

**Telephone number whilst away:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address whilst away:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I make application for my child named above to have authorised absence from school. I understand that if this is not agreed then any absence will be treated as unauthorised absence and this will be brought to the attention of the Access and Engagement Services which could lead to a penalty notice.**

**Mother/Carer: Title\_\_\_\_\_ Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father/Carer: Title\_\_\_\_\_\_ Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **All sections completed?** | **YES/NO** | **Date application received:** |
| **Copies of supporting evidence**  |  |  |
| **Received by:** |  | **Signature:** |
| **Leave authorised** | **YES/NO** | **Signature:** |
| **Letter sent home with decision** | **YES/NO** | **BY:** |

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**Headteacher: Anthony Carmel**