

## **CHOSEN HILL SCHOOL**

## Brookfield Road, Churchdown, Gloucester GL3 2PL

(Registered office)

Headteacher: Mr. M. Pauling

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This is an application form for you to request permission for your child to be absent from school. This form should be returned to your child's school as far in advance of the proposed absence as possible, but not less than 6 days in advance.

Please read the following notes carefully:

- The law states that you do not have the right to take your child out of school for absences during term time. Only schools can authorise your request.
- If you wish to take your child out of school during term time, you must apply for permission in writing
  using this form. Permission for authorised leave of absence may only be granted for absences in very
  exceptional circumstances.
- The school's Attendance Policy's expectation is that each student should aim to achieve 100% attendance with no authorised absence unless there are exceptional circumstances.
- If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absence may lead to a penalty notice or prosecution.

Name of pupil:		LM Group:
Address:		
I wish to apply for my child to be absent from school during the following dates:		
From:	To:	Inclusive
Reason for absence:		
Signature of Parent / GuardianDate_		
Name of Parent / Guardian		
For Office Use Only		
Authorised	Unauthorised	
Letter Sent	Headteachers signature	

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