

Completed Forms Must Be Returned to Your Child's Pastoral Leader

Application for Leave of Absence

HOLIDAYS DURING TERM TIME – WHAT THE LAW SAYS

The current law does not give any entitlement to parents to take their child on holiday during term time.

GARFORTH ACADEMY WILL NOT GRANT PERMISSION FOR LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME

If, for any reason whatsoever, you are considering withdrawing your child from the Academy during term time, please submit the reasons for your request for leave of absence below.

NAME OF STUDENT/S	FORM

REASON FOR LEAVE OF ABSENCE REQUEST

DATE(S) OF PROPOSED ABSENCE

FIRST day of absence from the Academy: _____ **(DD/MM/YYYY)**

LAST day of absence from the Academy: _____ **(DD/MM/YYYY)**

TOTAL number of days *(NOT including weekends / school holidays or training days)*: _____

Full Name(s) of Parent(s)/Carer(s) *(Please write in block capitals below)*

(1) _____ (2) _____

Signature(s) of Parent(s)/Carer(s) *(Please sign below)*

(1) _____ *Parent/Carer* (2) _____ *Parent/Carer*

Date Application Submitted: _____

For office use only

Current Percentage Attendance _____ **Authorised or Unauthorised By Pastoral Leader**

Comments of Pastoral Leader _____

Authorised or Unauthorised By A Young, Vice Principal

Comments of Vice Principal _____