



**BEDFORD BOROUGH COUNCIL**

**SCHOOL NAME:**

**APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME**

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school **AT LEAST FOUR (4) WEEKS** before the date when you want the period of absence to start. You maybe required to attend an interview to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child)

Child's Full Name:.....

Date of Birth..... Year Group..... Class/Form.....

Address.....

Period of Absence: From..... To.....(inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it **MUST** be in term time)

Name:..... Relationship to child:.....

Signed:..... Date:.....

Schools may agree up to 10 days 'holiday leave' in special circumstances such as

- *For service personnel and other employees who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupils education*
- *When a family needs to spend time together to support each other during or after a crisis.*

***If you have other children in the family of school age please give details***

Name .....

D.O.B. .... School Attended.....

Name .....

D.O.B. .... School Attended.....

Name .....

D.O.B. .... School Attended.....

**Application for Leave of Absence During Term Time Return Slip**

To: Parent/Carer: an appointment has been made with .....

to discuss this request on date .....& time.....

Permission has / has not been granted for .....

to be absent from school for..... days from .....to..... (inclusive).

Reasons given (if appropriate) .....

.....

Signed:.....

Date:.....

Headteacher/Head of Year

**Please Note:** *Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*