



**THE
GILES NURSERY
AND
INFANTS'
SCHOOL**



Head Teacher : Mrs Rouane Mendel
Deputy Head Teacher : Mrs Judith Garley

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Application for absence for holidays in term time

Parents do not have a right to take their children out of school for holidays during term time. By law Head teachers are not permitted to grant any leave of absence during term time unless there are exceptional circumstances. Should this apply, then you must ask permission for your child to miss school.

Stevenage Primary Heads, working with representatives of the Local Authority, will be enforcing this. If you feel that there are very exceptional circumstances please give details below after which you will be contacted by the school to arrange a meeting with the Head teacher to discuss the matter.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school at least 3 weeks in advance of the proposed leave.

Child's SURNAME:		Child's FIRST NAME:	
Date of Birth:		Class:	
Full name of Parent / Carer:			
Address of child:			
Reason for requested absence during term time:			
Absence start date:		End date:	
Total no. missed school days:			
Has s/he already had leave during term time this school year? (If so please provide dates)	Yes / No	Date(s):	
PARENT / GUARDIAN SIGNATURE:			

FOR OFFICE USE:

Will absence be over 10 school days?	Yes / No	Is child's attendance below 90%?	Yes / No
Date received by school:			
Attendance code: (circle as applicable)	C: Other authorised circumstances	G: Family holiday NOT agreed	H: Family holiday agreed
	P: Approved sporting activity	R: Religious observance	O: UNAUTHORISED ABSENCE
Headteacher's Signature:			