



## REQUEST FOR TERM-TIME LEAVE

Unless in exceptional circumstances, parents/carers should arrange holidays during the 13-week school holiday periods. Schools are open 190 days which leaves 175 days of the year for holidays. Taking a child on holiday in term time interrupts the learning of the whole class and teachers have to spend time helping children catch up when they return. Any absence from school will impact on educational achievement. It is expected that parents/carers make sure that children and young people attend school regularly. Parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school where they are on roll. Any unauthorised absence including taking term time leave not agreed with the school, can result in legal action being taken including Penalty Notices and court prosecution.

### To the Headteacher

School/College

Farnsfield St Michael's CofE Primary School

### I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from

to

inclusive

### The Exceptional Reasons for this request are:

Signature  
(Parent/Carer)

Date

**Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.**

***NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.***

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