



Lady Manners School

## Application Form for Term Time Absence in Exceptional Circumstances

Name of Student

Form

Requested period of absence

to

(inclusive dates)

We are not permitted to authorise term time holidays. Consequently, absences for anything other than illness will only be authorised in very exceptional circumstances.

Please explain why it is necessary for this absence:

Is it likely that you will need to make any further applications for term-time absences during your child's period of education at school?

YES ☐ NO ☐

If **Yes**, please explain why this may occur:

Signature of Parent/Guardian

Date

Thank you for completing this form, which should be returned to the Pastoral Support Assistant at least two weeks before the commencement of the proposed absence. A return copy will be sent home via your child, giving our decision.

Permission authorised

Yes ☐

No ☐

Signature of Head of School

## Holidays During Term Time

We aim to work in partnership with parents in all aspects of school life. There is a strong correlation between those students who attend school most frequently and those who make the most progress. Inevitably, students away from school miss out on important work and they can find it very hard to catch up; there is no doubt that this can damage progress, particularly when the absence affects all subjects. In addition we are concerned that students will pick up the message that holidays are more important than attending school and this can undermine the importance which they need to attach to their education.

We would like to remind parents and carers that by law, schools are not allowed to authorise term time holidays, unless there are **exceptional circumstances**. This is a Government policy and parents and carers who take their children on holiday without permission will incur unauthorised absences for their child and may be issued with a fixed penalty notice.