

Applying for absence during term time

This chart highlights the process for applying for leave during term time. Remember, the law states that parents do not have the automatic right to take children out of school during term time.

Parents complete leave of absence request (available from the school office).

This must be done at least 4 weeks before the proposed absence.

The headteacher will make a decision on whether the leave will be authorised or unauthorised. This will be based on local authority guidance.

ABSENCE AUTHORISED

Parents will be contacted by Mrs
Keay via letter, telephone call or
Dojo to inform them of the outcome.

ABSENCE NOT AUTHORISED

Parents will be contacted by Mrs
Reaney (Education Welfare
Officer) via a telephone call or
face to face meeting. The leave
will be discussed and potential
penalties/fines explained.