BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter --------- of Class --------
on holiday.

Dates are from ---------- ---------- to ---------- ---------- inclusive --------- days

This holiday must be in term time because ….
……..
……
……

Signed ---------- (Parent/Guardian) Date----------

This form must be completed and returned to the child's school
No less than 2 weeks before the planned absence.

✂----------

Dear parent/guardian,

Re ---------- (Child's name) of Class ----------
Further to your recent request for leave of absence.

☐ **Leave of absence authorised** from ---------- and ---------- inclusive
Please ensure that your child returns to school promptly following your holiday as failure to do say may result in their removal from the school roll.

☐ **Leave of absence refused.** Any absence from school between -------- and ---------- inclusive will be marked as unauthorised and referred to the Education Welfare Service who may decide to issue a Penalty Notice of up to £100.
(S.444(1) Education Act 1996)

Signed ---------- Headteacher Date ----------