|  |  |  |
| --- | --- | --- |
| **Giles Kids 02-18rt2_7** | **THE**  **GILES NURSERY**  **AND**  **INFANTS’ SCHOOL** | **Giles Kids 02-18rt2_7** |
|  | | |
| Headteacher: Mrs. Rouane Mendel | | Durham Road, Stevenage, Herts. SG1 4JQ |
| Assistant Heads: Miss Lisa Hill and Mrs. Tania Dalton | | Telephone: 01438 359747 |
|  |  | Fax: 01438 359747 |
|  |  | Email : admin@gilesinfants.herts.sch.uk |

***Application for Leave of Absence from School during term time.***

*Dear Parent/Carer,*

*All schools* ***by law*** *must follow the Department for Education’s statutory guidance relating to school attendance. Parents do not have a right to take their children out of school for holidays during term time.*

*By law, Headteachers are not permitted to:*

* *Grant any leave of absence during term time unless there are very exceptional circumstances or*
* *Grant leave of absence retrospectively (Leave of Absence Applications need to be submitted 3 weeks in advance)*

*Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools must refer to the Local Authority for legal action.**Parents wishing to apply for their child to have leave from school should complete the following form:*

***Application for Leave of Absence during term time.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Pupil’s full name*** |  | | | | | | | |
| ***Date of Birth*** |  | ***Year Group*** | | | ***Class*** | | | |
| ***Full name of Parent/***  ***Guardian*** |  | | | | | | | |
| ***Full address of pupil*** |  | | | | | | | |
| ***First date of absence*** |  | | ***Last date of absence*** | | | | |  |
| ***Date of return to school*** |  | | | ***Number of school days absent*** | | | | |
| ***PARENT/GUARDIAN SIGNATURE:*** | | | | | | | | |
| ***FOR OFFICE USE:*** | | | | | | | | |
| ***Date received by school*** |  | ***Pupil’s current attendance*** | | |  | | | |
| ***Will absence be over 10 sessions (5 school days)*** | Yes / No | ***Has the pupil had leave during this academic year*** | | | Yes / No | | | Number of days: |
| ***Attendance code:*** | **X:** Non-compulsory age pupil | | **G:** Family holiday **NOT** granted | | | | | |
| **P:** Participating in a sporting activity | | **R:** Religious observance | | | **C:** Other exceptional circumstances | | |
| ***Headteacher’s Signature*** |  | | ***Attendance Lead Signature*** | | | |  | |