

**SHERBURN HIGH SCHOOL
APPLICATION FOR PUPIL LEAVE OF ABSENCE
SCHOOL DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible **and at least 7 days before the first date of the period of absence** being requested. Parents/carers must obtain the schools permission before making any bookings for holidays in term time.

No parent/carer can demand leave of absence for the purposes of a holiday as of right. The law says that schools have a discretionary power to grant up to 10 days authorised absence in a school year. Each application is considered individually by the school, taking into account factors like the timing of the holiday and the child's attendance record.

Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

Name of pupil(s)

Form(s)

Telephone No:

First day of absence

Date returning to school

Total **school days** absent

Reason for application

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Signature of parent/carer:

Date:

Please fill in your child's details and email to achievement_inclusion@shs.starmat.uk

Seen by House Achievement Team (signature)
Attendance: %

Date
Holidays taken current year days

Decision reached

Other outcome

Date Returned