

## Green Lane Primary Academy

### Application for absence for holidays in term time or leave of absence

We cannot authorise any term time holidays unless there are exceptional circumstances. Please see our website for full details on our Attendance Policy.

Applications should be made as far in advance of the holiday as possible and you should speak to the academy before you book.

**Please note that Leeds Local Authority fine for any holidays that consist of 5 or more days, in any 12-week period.**

Child's First name	Child's Surname	Class	DOB
1. _____	_____	_____	/ /
2. _____	_____	_____	/ /
3. _____	_____	_____	/ /
4. _____	_____	_____	/ /
<b>Surname of parent/guardian/s</b>		<b>First name/s</b>	
Reason for taking a holiday in term-time/leave of absence	_____ _____ _____		
Would they miss any national tests or examinations?			Yes / No
Is his/her attendance already below 90% or a previously agreed individual target?			Yes / No
Would they be absent for more than ten school days?			Yes / No
Have they already had leave during term-time this school year?			Yes / No
Did (s)he have leave of absence during term-time in the previous school year?			Yes / No
Length of absence (school days)		From (date)	To (date)
Parent's/Guardian's signature			

#### SCHOOL SECTION

Holiday in Term Time/ Leave of Absence	<input type="checkbox"/>	Authorised
	<input type="checkbox"/>	Unauthorised
Head Teacher's signature	Date / /	

**Please return a copy of this form to the parent after consideration.**