



DROPMORE INFANT SCHOOL

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Headteacher: Mrs G Streete

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Before completing the application form, please read these notes carefully:

- The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday.
- The regulations do state that head teachers may, **in exceptional** circumstances authorise absence but parents should not expect such leave to be granted as a right. Indeed, it is likely that in most cases head teachers will refuse to authorise absence.
- Each application will be considered on its own merits.
- In making the decision, the Head Teacher, will look very carefully at the child's previous attendance record and should there be any concerns, for example should the child's average attendance be below 95%, it is highly unlikely that any further absence will be authorised.
- No absence will be authorised during assessment weeks, which take place during the weeks prior to half term holidays in October, February and May.
- If a child is removed without approval, the absence will be marked as unauthorised in the class register.
- If a child has more than 5% unauthorised absences, the County Attendance Team (formerly Education Welfare Officer) will be informed.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application form, clearly stating the exceptional circumstances. This form should be returned to the school at least one month before the planned absence is due to start.

APPLICATION FORM AVAILABLE FROM THE SCHOOL OFFICE.

