



Requests for Term Time Absence

April 2024

Appointments (doctors, dentist, school visits etc)	Less than one day	No form needed, please email absence@lyndhurstschool.co.uk
Holidays, any other absence (not sickness)	1 day and more	Complete an absence request form and send to absence@lyndhurstschool.co.uk
Sickness	Please email or call the School office before 8.30am. If your child is ill for more one day we must be notified each morning that they will be absent	



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Child's Name: _____ Class: _____

Child's Name: _____ Class: _____

I wish to apply for my child(ren) to be absent from school as follows:

EITHER: (single day)

Day: _____ Date: _____ AM PM All Day

OR: (multiple days)

First Day of absence: Day: _____ Date: _____

Last Day of absence: Day: _____ Date: _____

Number of Days: _____

Reason for absence: _____

I make an application for my child(ren) named above to have authorised absence from school for the reasons stated.

Name of parent/carer making application: _____

Signed: _____ Date: _____

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting school and at the beginning of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised.
- Please note that Lyndhurst has to submit to the Department for Education and Skills (DfES) a detailed list of all authorised and unauthorised absences each year.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time, then please complete the application. This form should be returned to your child's school as far in advance of the proposed holiday as possible.