



**North**

**Yorkshire County Council**

**Children and Young People's Service**

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM 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) .....

Address: .....

.....

Post Code: ..... Telephone: .....

I request permission for my child to be absent from school

from: ..... to: ..... Total school days: .....

Reason for application: .....

Signature of parent/carer: ..... Date: .....

***For school use only***

Seen by headteacher/head of year (signature): .....

Decision reached: ..... Other outcome: .....

Date reply returned: ..... Date: .....