



TADCASTER GRAMMAR SCHOOL – SIXTH FORM
APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This must be completed by the parent and returned to the school as far in advance as possible and at least seven days before the first date of the period of absence being requested. Parents must obtain the schools authorisation before making any bookings for holidays in term time, which will be considered only in exceptional circumstances.

No parent can expect leave of absence for the purpose of a holiday as a right. The Education Regulations state that applications must be made in advance by a parent with whom the child lives with and can only be authorised by the school in special circumstances. Each application will be considered individually by the school taking into account factors including the timing of the holiday and the child’s attendance record. Parents who take a child on holiday in term time without the authorisation of the school risk being issued with a penalty notice fine.

Taking a holiday during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parents are asked to consider the effects of their child’s continuity of education.

Name of Student(s)..... Tutor Group..... Year.....

Address.....Postcode.....

Email address.....Telephone.....

Preference of reply E-mail Letter Home

I request authorisation for my child/children to be absent from school

From (first day of absence)..... to (last day of absence) Total school days

Exceptional circumstances for request:
.....

Signature of Parent.....Date.....

This form must be handed into the Sixth Form Office

For school use only

Date reply returned..... Communicated by..... Decision reached: Authorised/Unauthorised

Seen by/Signature of Director of Sixth Form: Date.....

Section Specific to Sixth Form

Please ensure that you have the signature of the Faculty Leader and that you have discussed any work that is set out outstanding before you go away.

FL: Please indicate if there is an issue with the student taking study leave.

Subject	Any work set? Coursework outstanding?	Signature FL	Signature Form Tutor