**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Attached is an application form for you to request permission for you or your child to be absent from college due to a holiday. 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 college 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 college year, unless there are very exceptional circumstances.
* There are certain times of the year when a child may experience problems because of missing college. These include examination periods, at the time of starting a new college and at the start of a new college term. In deciding whether to authorise your child’s absence and give permission for a holiday in term time, the college will take these and other factors into account.
* If the college refuse your application and you still take your child out of college the absences will be treated as unauthorised. Unauthorised absences will affect your attendance and could lead to the withdrawal of bursary support or removal from the course.

Having read the above, if you still wish to apply for a leave of absence for a holiday during term time then please complete the application attached. This form should be returned to you/KMS as far in advance of the proposed holiday as possible.

**APPLICATION BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE FROM COLLEGE DURING TERM TIME**

Pupil’s Name …………………………………… Group/Class …………

Home Address …………………………………………………………………….

………………………………………………………………………………………

I wish to apply for my child to be absent from college during the following dates:

Date of Last day at college ………….. Date of Return to college …………..

Total number of college days missed …….

Reasons for absence from college:

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I make application for my child named above to have authorised absence from college for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular college attendance.

Name of Parent/Carer making application ………………………………………..

Signed ………………………………………………

Date ………………

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD’S COLLEGE GIVING AT LEAST 4 WEEKS’ NOTICE OF INTENDED ABSENCE**