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|  | Sherburn High School Headteacher: Ms Miriam Oakley  Garden Lane, Sherburn In Elmet, Leeds, LS25 6AS Tel: 01977 682442  Web: www.sherburnhigh.co.uk Email: admin@shs.starmat.uk |

**SHERBURN HIGH SCHOOL**

**APPLICATION FOR PUPIL LEAVE OF ABSENCE**

**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. Parent/carers must obtain the schools permission before making any booking for holidays in term time.

**No parent/carer can demand leave of absence for the purposes of a holiday as a 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) Form(s)

Telephone no:

First day of absence: Date returning to school:

Total school days absent:

Reason for application:

Signature of parent/carer: Date:

Please fill in your child’s details and email to [hoy\_inclusion@shs.starmat.uk](mailto:hoy_inclusion@shs.starmat.uk)

Seen by Head of Year (signature): Date:

Attendance: % Holidays taken current year days

Decision reached: Other outcome:

Date returned: