Woodways Haddenham Aylesbury

Bucks HP17 8DS

Tel: 01844 291829

Co-chairs of Governors: Mrs H Conboy & Mrs K Sweetman

Headteacher: Mr A Leach

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***Dare to fall, learn to fly.***

**Application for leave of absence during term time**

**Please read before submitting the application.**

At Haddenham Community Junior School, we understand and value the importance of family time. However, maintaining good attendance is crucial for your child's educational progress. Frequent absences can significantly impact their learning and development.

**Importance of Regular Attendance**

Consistent attendance allows your child to:

* Fully engage in learning and make academic progress
* Develop critical social skills by interacting with their friends and teachers
* Grow in confidence in a supportive and nurturing school environment
* Build a sense of routine and responsibility, essential for future success

**Planning Ahead**

We encourage you to plan holidays during scheduled school breaks to ensure your child benefits fully from their education. Our term dates and holiday schedule are available on our school website, or you can request a copy from the school office.

**Important Information**

* The law states that parents / carers do not have any entitlement to take their child out of school for holidays during term time
* Headteachers shall not grant any leave of absence during term time unless they consider there to be exceptional circumstances relating to the application.
* The Headteacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
* The Headteacher will determine how long the absence should be and any additional absence will not be authorised.
* Parents / carers whose children have unauthorised absence may be subject to a Fixed Penalty Notice and / or prosecution.

If, having read these notes, you still wish to apply for a leave of absence for your child please complete the leave of absence form. This must be made at least four weeks in advance by the parent(s) / Carer(s) that the child normally resides with.



**Application by parent / carer for child’s leave of absence during term time**

|  |  |
| --- | --- |
| Pupils Name: |  |
| Class: |  |
| First day of absence: |  |
| Date of return to school: |  |
| Total number of days: |  |

Please give details and reasons for the proposed absence:

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|  |

*I make the application for my child named above to have authorised absence from school 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 school attendance.*

|  |  |
| --- | --- |
| Name of parent / carer making application: |  |
| Signed: |  |
| Date: |  |