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**Oak Trees Multi Academy Trust Attendance**

**‘Achieving Excellence Together’**

**Application for Leave during Term Time**

Oak Trees Multi Academy Trust believes that every child should attend school regularly to ensure that they achieve their potential educationally and socially, a view that Church Drive Primary School wholeheartedly supports.

At each Oak Trees school, parents/carers must ask permission for their child to be absent during term time and it is at the Headteacher’s discretion to decide if the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances* only. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

This table shows your child’s current attendance since September and their maximum overall attendance if they attend every day from now until the end of the academic year:

Parents/carers wishing to apply for their child to have leave absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

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| **PARENT’S/CARER’S SECTION** |
| **Surname of child** |  | **First name** |  |
| **Date of birth** |  | **Year** |  | **Class** |  |
| **Full name of parent (1)** |  |
| **Address of parent (1)** |  |
| **Postcode** |  | **Telephone No.** |  |
| **Full name of parent (2)** |  | **Telephone No.** |  |
| **Address of parent (2)** |  |
| **Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why** |  |
| **Departure and return date** |  |
| **Would your child miss any national tests or examinations?** | **Yes / No** |
| **Has she/he had leave during term-time in the last 12 months?** **(If so, please give dates, reasons, and number of school days leave)** | **Yes / No** |
|  |
| **Are there any other siblings? If yes please state their name and the** **school they attend** | **Yes / No** |
|  |
| **Parent/Carer signature** |  | **Date**  |  |

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| **SCHOOL SECTION** |
| Holiday in Term Time | (i) **approved** \_\_\_\_\_ school days | (ii) **not approved** \_\_\_\_\_ school days |
| Reasons |  |
| Date discussed with parent/ carer and/or date informed of approval/ non-approval |  |
| Headteacher’s signature |  | Date |  |

**FOR COMPLETION BY THE SCHOOL**

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| --- | --- | --- |
| **Child’s Name** |  **Attendance since September 2022** | **Maximum possible attendance should the child attend every day from now on** |
| **%** | **Days missed** |
|  |  |  |  |