



WELLNESS
AMBITION
TOGETHERNESS
CONFIDENCE
HONESTY

CHOSEN HILL SCHOOL & SIXTH FORM

Mr M Pauling, Headteacher

Brookfield Road
Churchdown
Gloucester
GL3 2PL
Registered Office

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This is an application form for you to request permission for your child to be absent from school. This form should be returned to school as far in advance of the proposed absence as possible, but not less than 6 days in advance.

Please read the following notes carefully:

- The law states that you do not have the right to take your child out of school for absences during term time. Only schools can authorise your request.
- If you wish to take your child out of school during term time, you must apply for permission in writing using this form. Permission for authorised leave of absence may only be granted for absences in very exceptional circumstances.
- The schools attendance policy's expectation is that each student should aim to achieve 100% attendance with no authorised absence unless are are exceptional circumstances.
- If the school refuses your application and you still take your child out of school, the absence will be treated as unauthorised. Unauthorised absence may lead to a penalty notice or prosecution.

Name of Pupil:
LM Group:
Address:

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

From:	To:	Inclusive

Reason for absence:

Parent / Carer Signature _____

Print Name _____ Date _____

<u>For Office Use Only</u>	
Authorised <input type="checkbox"/>	Unauthorised <input type="checkbox"/>
Headteachers Signature: _____	

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