



**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 Great Meols 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:

TO BE COMPLETED BY THE SCHOOL OFFICE

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

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.

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	

FOR COMPLETION BY THE SCHOOL

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	