

# GILLESPIE PRIMARY SCHOOL

Gillespie Road, Highbury, London N5 1LH  
Telephone: 020 7226 6840  
Fax: 020 7354 8537  
Email: [office@gillespie.islington.sch.uk](mailto:office@gillespie.islington.sch.uk)  
Website: [www.gillespie.islington.sch.uk](http://www.gillespie.islington.sch.uk)  
Headteacher: Mark Owen BEd Hon NPQH



## APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

**This form needs to be submitted at least four weeks prior to proposed leave. Please complete this application form and return to the school office.**

Parents and Carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
- Other pupil's education could be affected- the time teachers have to help all children in class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

There are 190 school days in a year- this leaves 175 days for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the school office. **Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.** Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

1. Pupils Name \_\_\_\_\_ Class \_\_\_\_\_

Home address \_\_\_\_\_

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

Date of last day at School \_\_\_\_\_ Date of return to School \_\_\_\_\_

Total number of school days missed \_\_\_\_\_

If your child will not be able to attend on the date of return to school please make sure that you inform us. This needs to be done by phone or email. Failure to follow this requirement could result in your child being removed from the school roll and it may lead to a referral to Children's Social Care, Islington's Access to Engagement Service (formerly EWS) or 'Children Missing from School' Investigation Team.

**Please state the purpose of this period out of school and why this must be taken during term time and not school holidays**

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Associate  
School



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**(Please continue on additional paper if necessary)**

**2. Contact details whilst abroad/absent from school**

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the parents/carer fails to provide required information then the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away \_\_\_\_\_

Telephone number whilst away \_\_\_\_\_

Email address whilst away \_\_\_\_\_

**3. Where leave is authorised following a request, we ask for important travel information, ie. proof of where you will be staying whilst away (flight details, booking of accommodation).**

I make application for my child named above to have authorised absence from school. I understand that if this is not agreed then any absence will be treated as unauthorised and this will be brought to the attention of the Islington's Access and Engagement Service (formerly EWS) which could lead to penalty notice.

**4. Mother/Carers details:**

Parent Carer name \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Father/Carers details:**

Parent Carer name \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

All sections completed	Yes/No
Copies of proof of where and when child is away	Yes/No
Date of receiving application	
Received by	
Leave authorised or unauthorised	
Letter sent home with decision	Yes/No



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