

Naphill and Walters Ash School Kilnwood, Walters Ash, High Wycombe, Bucks, HP14 4UL Headteacher: Kerenza Gwynn 01494 562813 office@nap-walt.bucks.sch.uk www.naphillandwaltersashschool.co.uk

Application for Term Time Holiday Absence

All applications for term time holiday leave will be viewed in line with the Attendance Policy of Naphill and Walters Ash School. The Policy is available on the school's web site.

<u>Leave of Absence and Extended Leave:</u> Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

At Naphill and Walters Ash School holiday requests will be unauthorised unless there are exceptional circumstances and such requests must be put in writing to the school.

All requests for leave of absence will receive a written response. If authorised, the expected return date will be made clear and if your child fails to return on that date the Education Welfare Service will be contacted, unless the school has been informed of any delay.

If the permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**. You will receive a written reply to this request and if your request has been unauthorised the school may decide to contact the Education Welfare Service and they will decide if a Fixed Penalty Notice will be issued.

Name of pupil		Class	
Proposed Dates of Absence From	To	(No. of days incl)	
Reason for Absence (A Separate Sheet may be	attached if nece	ssary or continue overleaf)	
I am also applying for term time absence for School.		who attends	
0'			