

## REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

(FOR COMPLETION BY PARENT/CARER)

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. PLEASE ENSURE YOU HAVE READ THE LETTER ON THE REVERSE DETAILING THE POSSIBLE ISSUE OF FIXED PENALTY NOTICES.

### FOR COMPLETION BY PARENT/CARER

Before authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name(s) \_\_\_\_\_ Class(es) \_\_\_\_\_

Dates of Leave of Absence: From \_\_\_\_\_ To \_\_\_\_\_ No. of days: \_\_\_\_\_

Please give full reason (s) for asking for leave of absence in term time

---

---

---

---

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### Lostock Hall Term dates 1 September 2025 to 31 August 2026

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2025		Wed 3 September
Autumn Half Term 2025	Fri 24 October	Mon 3 November
Christmas 2025/2026	Fri 19 December	Mon 5 January 2026
Spring Half Term 2026	Fri 13 February	Mon 23 February
Easter 2026	Fri 27 March	Tues 14 April
May Day Bank Holiday	Fri 1 May	Tue 5 May
Summer Half Term 2026	Fri 22 May	Mon 8 June
Summer 2026	Wed 22 July	---

There will be two INSET days on Monday 1 and Tuesday 2 September 2025 for STAFF only. The other three INSET days will be taken during twilight hours and do not affect the dates above.

### Lostock Hall Term dates 1 September 2026 to 31 August 2027

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2026		Wed 2 September
Autumn Half Term 2026	Thurs 22 October	Mon 2 November
Christmas 2026/2027	Fri 18 December	Mon 4 January 2027
Spring Half Term 2027	Fri 12 February	Mon 22 February
Easter 2027	Thurs 25 March	Mon 12 April
May Day Bank Holiday	Fri 30 April	Tue 4 May
Summer Half Term 2027	Fri 28 May	Mon 14 June
Summer 2027	Fri 23 July	---

There will be two INSET days on Tues 1 September 2026 and Friday 23 October 2026 for STAFF only. The other 3 INSET days will be taken during twilight hours and do not affect the dates above.

