



Leave of Absence Request Form

Term time holidays and breaks are strongly discouraged and parents should not request them unless there are EXCEPTIONAL circumstances. A child should attend school everyday during term time in order to maximise their learning time.

There are 175 non school days and holidays/breaks should be taken then.

Name of child/ren		Class/es
First day of absence	Last day of absence	No of days
Has leave of absence been requested in term time before		Y/N
Please give full details of EXCEPTIONAL reasons for this term time absence request		

Important points to remember:

The Government has made amendments to the Education (Pupil Registrar) (England) Regulations 2006, which came into effect from 1st September 2013. It has made it clear parents DO NOT have the automatic right to withdraw their child from school during term time e.g weddings, holidays, appointments.

In order for school to comply with these new regulations:-

- This form is to be completed and submitted to the school office for approval before the period of absence and before any bookings are made (**at least 4 weeks**)
- Your child's attendance over their school lifetime will be taken into consideration, if it falls below acceptable levels leave will not be granted
- Leave of absence will NOT be granted whilst a child is studying in Year 2 or Year 6 before the SATs period.
- If the absence is not authorised by the headteacher and leave is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty notice for £120 (or £60 if paid within 21 days) per parent per child and/ or the possibility facing criminal prosecution. You also run the risk of your child losing their place at school.

I have read and understood the above . Please sign below.

Parent Signature.....Date.....