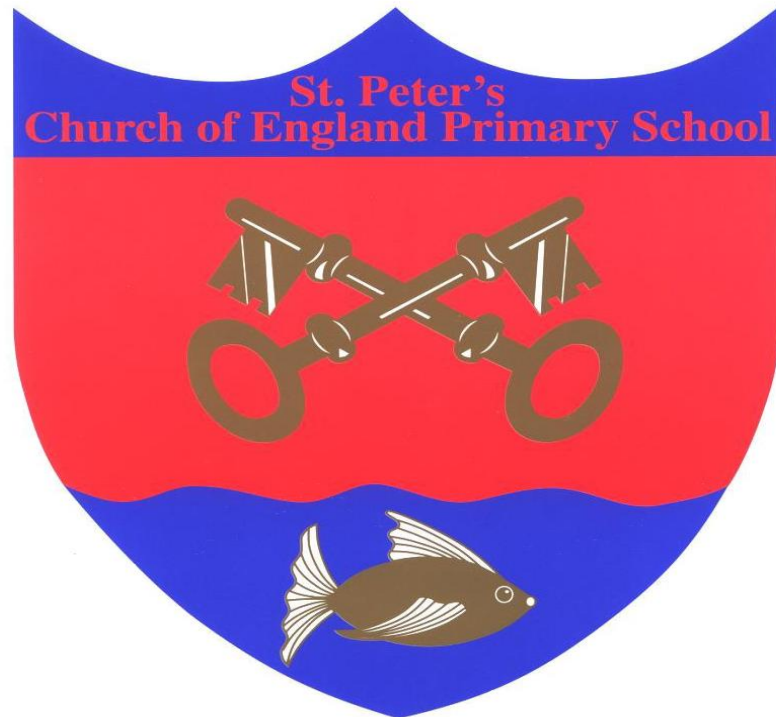


ST. PETER'S CHURCH OF ENGLAND  
PRIMARY SCHOOL



APPLICATION FOR LEAVE OF ABSENCE IN  
EXCEPTIONAL CIRCUMSTANCES

ACADEMIC YEAR  
SEPTEMBER 2018 - JULY 2019

## REQUEST FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

### NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave of absence must come from a parent with whom the child normally lives.

**Holidays during term time are NOT classed as exceptional circumstances and will not be authorised. Unauthorised absences are referred to the Trust's Education Welfare Officer and may result in a £60/120 fine, per parent, per child.**

Where leave of absence is taken without authorisation, a warning letter or penalty notice may be issued, depending upon the individual circumstances of each case. If a child's attendance is below 95% in the previous 12 months prior to the leave of absence being taken, a penalty notice is likely to be issued. If a warning letter has been issued in the previous 12 months and a further unauthorised leave is taken a penalty notice will be served.

When deciding whether to allow term time leave the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed.

A copy of the schools Leave of Absence Policy can be found in the policy section of the school website

A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence for the purpose of a family holiday ('G' CODE)**.

NAME[S] OF CHILD[REN] \_\_\_\_\_ CLASS (\_\_\_\_) Previous 12 months attendance \_\_\_\_\_ %  
 \_\_\_\_\_ CLASS (\_\_\_\_) Previous 12 months attendance \_\_\_\_\_ %  
 \_\_\_\_\_ CLASS (\_\_\_\_) Previous 12 months attendance \_\_\_\_\_ %

to be absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

My child will return to school on the following date .....

*REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request):-*

Signature Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form signed and dated to the school office, within 4 school weeks of the proposed leave where possible.**

### FOR OFFICE USE:

Name of Child/ren \_\_\_\_\_

- The head teacher authorises the request for leave of absence on the specified dates for the above child/ren due to exceptional circumstances.
- The School does not authorise your request for leave of absences due to the following reason.

.....  
 .....

SIGNED ..... Head Teacher Date .....

A letter / email confirming this decision was sent to each parent on .....

Please provide details of your Exceptional Circumstance and attach any relevant documentation which supports your request: