

St. John's CE (A) Primary School



APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

The education (Pupil Registration) Regulations 2006

The Government strongly discourage parent/carers from applying for leave of absence during term time, and encourages schools NOT to authorise such applications unless there are exceptional circumstances.

This form should be completed at least four weeks in advance of the proposed period of absence. In line with Government and Local Authority guidance, all leave requests will be dealt with at the discretion of the head teacher.

'Please note if this leave of absence is NOT authorised by the Principal/Head Teacher a Penalty Fine will be issued by the Local Authority at £80 per pupil, per parent.'

I wish to apply for leave of absence from school for my child: Name of

Child/Children _____ Class _____
_____ Class _____

First day of leave requested _____ Last day _____

Number of days absent

Please explain the exceptional circumstances leading to request:

Name _____ (Parent/Carer)

Signed _____ (Parent/Carer)

Current attendance figure _____% (to be completed by the school office)

Previous requests for leave of absence _____
_____ (to be completed by the school office)

In accordance with the school's attendance policy and procedures the above leave is:

Authorised Not Authorised Fine will be issued

Signed _____ Date _____

Mrs SM Bowyer
Head teacher