



## EDLESTON PRIMARY SCHOOL

### REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

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. The Head teacher and the Governing Body will determine whether the parent's reasons for requesting leave of absence in term time amount to exceptional circumstances.

### FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such 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: \_\_\_\_\_ Class/Form: \_\_\_\_\_

Dates of Leave of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

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

---

---

---

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

It is important to have read and understood the school's policy on attendance. This is available upon request.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

For Completion by School:-

Authorised      **REGISTER CODE H**     
  Unauthorised      **REGISTER CODE G**

Reason holiday declined

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to:      Parent  
                  Pupil File  
                  Local Authority