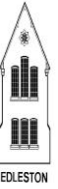


EDLESTON PRIMARY SCHOOL APPLICATION FOR LEAVE DURING TERM TIME



I request that my child _____ in class _____ is given permission to have time off in term time for leave of learning.

Sibling's name(s) _____

Class _____

- ❖ Day 1 of absence is _____
- ❖ Last day of absence is _____
- ❖ My child will return to school on _____
- ❖ My child will be absent for _____ school days.
- ❖ Do you have a child/children in another school who you will also be requesting this leave of learning absence for? Yes/No
- ❖ Name of Child _____ Year Group _____
School _____

Please note the Headteacher may contact other schools/organisations to discuss this application if applicable.

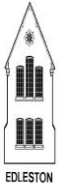
Reason for absence:

To improve our overall attendance figures the school will be taking the following steps, in line with the Governments drive to improve attendance.

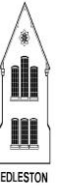
- Requests for leave of absence in term time will only be granted in exceptional circumstances.
- If you believe the request to be an exceptional circumstance then you must make an appointment to see the headteacher at least 3 weeks prior to the leave of absence.
- If the request for leave of absence is denied, and ignored, then you may be subject to a fixed penalty fine from the local authority. This is currently **£60.00 per parent per child** if you pay within 21 days. Between 21 – 28 days it is **£120.00 per parent per child**. After 28 days you may be taken to court.

Thank you for your co-operation with this matter. We are all trying hard to for our attendance to be at least in line with national average at 95%.

Signed by _____	Parent/Guardian _____
	Date _____



EDLESTON PRIMARY SCHOOL
APPLICATION FOR LEAVE DURING TERM TIME



Office Use Only
Date of Meeting _____

Outcome _____

Approved/Denied/Reason _____

Signed _____ Headteacher

Date _____