

ALTRINCHAM C. E. AIDED PRIMARY SCHOOL

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REQUEST FOR LEAVE OF ABSENCE (HOLIDAYS) 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 Teachers and the Governing body will determine what the exceptional circumstances are.

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: _____

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.

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	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance

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For Completion by School:

Authorised

Register Code H

Unauthorised

Register Code G

Reason absence declined:

Signed: _____ Date: _____

Copy to: Parent
Pupil file
Local Authority