**Request for leave of absence during term time**

All parents will understand that regular attendance at school is necessary for children to make good progress with their education. A copy of the school holiday dates are attached to help you plan holidays with a minimum effect on school time.

***From 1st September 2013, national legislation gives no entitlement to parents/carers to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.***

***Headteachers would not be expected to regard any term time holiday as exceptional.***

***If you decide to go ahead and take a holiday in term time, for three days or more, that has not been authorised by school you may receive a Penalty Notice from the Local Authority for taking your child on holiday during term time. From September 2013 these Notices incur a fine of £60 per child per parent if paid within 21 days, and £120 if paid between 22 and 28 days. If the fine has not been paid after 28 days, the matter would be referred to the magistrates courts for their consideration.***

I wish my child …………………………………………………. Class ………………. to be excused from attendance from dates ……………… to ……………

The number of School days to be missed is ………………

Please give the full reason for asking for **exceptional** leave of absence in term time:

…………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Signature of Parent/Guardian …………………………………………. Date: ……………………

If unauthorised your request has been refused. Please see above for details of penalty notices.

**For Office Use only**

Authorised/Unauthorised by …………………………………………. Headteacher

Fine to be issued Yes/No

Teacher informed Yes

Noted on the register Yes

On child’s record Yes

