

REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

Please complete this form and return it to the school office giving as much notice as possible. Please note that holidays in term time will not be authorized by the school. If you choose to take a child on holiday during term time, it will be recorded as an 'unauthorised absence' in the register.

| To be completed by the parent/carer: | |
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| Name of child: | Class: |
| First day of absence: | Last day of absence: |
| Total number of days: | |
| Reason for absence: | |
| Name of parent/carer: | Date: |

NOTE TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. Any parent who takes a child out of school for at least three consecutive school days or more, may be liable to a Penalty Notice* for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.