



## APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

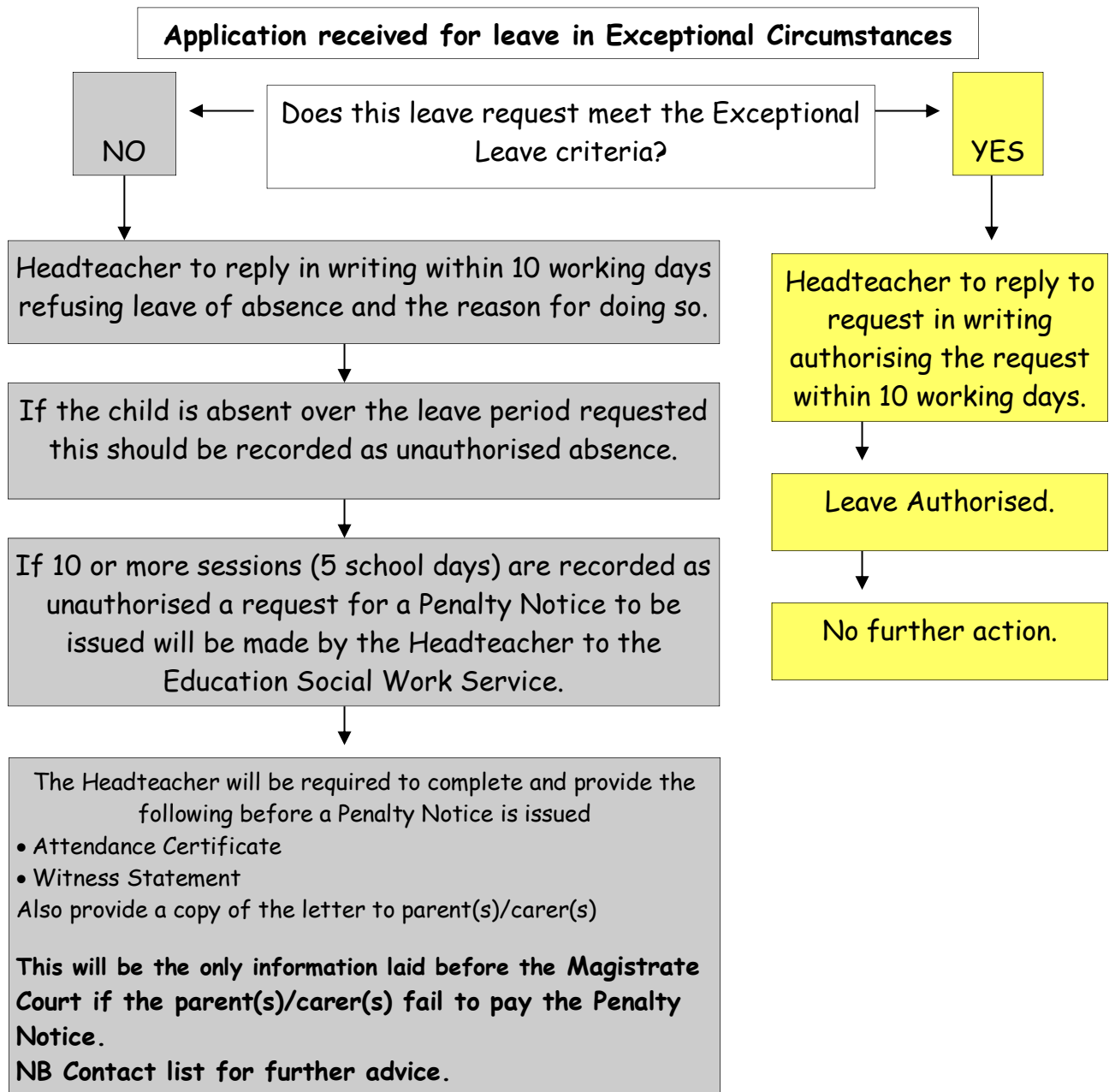
Parents/Guardians wishing to apply for their child to have leave from school should complete this form and return it to school as far in advance as possible and at least 4 weeks before the first date of their period of absence being requested.

Child's Name		Class	
Name of parent/guardian		Telephone No	
About the request for your child's leave of absence	Reason for taking leave in term time - <b>this must be in exceptional circumstances only.</b>  <i>Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.</i>		
Please tick which schools your child(ren) attend(s) and ensure that you send a copy of this form to each school			
<input type="checkbox"/> Infant School <input type="checkbox"/> Junior School <input type="checkbox"/> Lady Lumley's School			
Total school days absence	From	To	
Signature of Parent/Guardian			Date

**What the Law says about school attendance**

*As from the 1<sup>st</sup> September the new law gives no entitlement to parents to take their child on holiday during term time. Headteachers would not be expected to class **any term time holiday as exceptional.** Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.*

*Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the Headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court. Parents must from 1<sup>st</sup> September 2013 pay (per child) £60 within 21 days or £120 within 28 days*



Leave of Absence in term time	(i) approved	<input type="text"/>	School days	Attendance
	(ii) not approved	<input type="text"/>	School days	%
Date of meeting (if necessary) with parents/guardians and outcome				
Headteacher's signature			Date	
Class teacher's signature			Date	
Date reply sent to parent				
Date Entered on SIMS				