To: The Headteacher,

I, the undersigned, being the parent or guardian of:

Name:_____ **Tutor Group:**_____

Address:_____

Request permission that he/she be granted _____ days leave of absence from school for the reasons stated below.*

From (date):_____ **Return (date):**_____

Signature of Parent/Guardian:_____ **Date:**_____

- Due to amendments to DfE Attendance Regulations, from September 2013 Headteachers may **NOT** grant any leave of absence during term time **(including family holidays)** unless there are **EXCEPTIONAL** circumstances. **Therefore leave of absence for holidays in term time will no longer be granted from 1st September 2013.**
- Headteachers can determine the number of school days a child can be away from school **if** the leave is granted.

   * **Details of exceptional circumstances which require leave of absence:**
      (Why leave of absence is requested in term time)

   You will be advised of the school's decision in writing

- Please note that any absence from school during term time will seriously disrupt the continuity of your child's learning and will have an impact on their present and future achievement.
- If leave of absence is taken without permission from the Headteacher it will be marked as unauthorised. Under government guidelines any absence marked as unauthorised can lead to involvement of the Education Welfare Service in persistent cases of poor attendance. Parents can be issued with a penalty notice (fine) for taking their child on holiday during term time without consent from the school. The fine is £60 if paid within 21 days. If unpaid the fine is doubled to £120 and is payable within 28 days.
- Schools may delete a pupil from roll who fails to return within 10 school days of any agreed return date unless there is a genuine reason for continued absence, such as illness.

OFFICE USE ONLY:

FORM TUTOR:___ _____   GUIDANCE MANAGER: _____

AUTHORISED DAYS: _____   UNAUTHORISED DAYS:_____

REFER TO ATTENDANCE OFFICE: YES / NO / EWS   HEADTEACHER: _____

RETURN TO SCHOOL OFFICE WHEN COMPLETED