

ST JOHN FISHER RC PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

It is not advisable to take your child/ren on a leave of absence during term time as it causes disruption to their education. Schools must follow the law in this regard and may only grant leave if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- **Leave of Absence in exceptional circumstances in authorised at the discretion of the Head teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your children on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- If the leave is approved by the Head teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for the absence to be considered please complete below.

Name(s) of child(ren).....Class:.....
.....Class:.....
.....Class:.....

Home address:

Dates of absence: from.....to.....

Reason for request (additional evidence may be required).....
.....

Signature of Parent/Guardian..... Date

Email address: Mobile phone number:

Date form submitted:

The above request for leave of absence during term time for.....
Has/has not been authorised. If authorised your child should return to school
on.....

Signed..... Headteacher