

West Rainton Primary School

Request for Leave of Absence During the School Term

Name of child for whom the request is being made _____

I request permission for a leave of absence for the above named child. I understand that leave during term time is discouraged as it may be detrimental to my child's education.

Please give your reasons for requesting a leave of absence during term time:

The leave of absence requested is planned from (first date of absence) _____ until (last date of absence) _____.

A total absence of _____ school days.

I understand that this application must be made in person, in advance of the first day of planned absence.

Signature of Parent/Guardian Date

Leave of absence requested for families wishing to take their child on holiday during term time will be recorded as being unauthorised. Parents who do so may be issued with a Penalty Notice by Durham Local Authority of £60 per child, if paid within 21 days, or £120 within 28 days.

Only 'exceptional' events can be recorded as authorised. No specific guidance is provided to headteachers defining what the Government believes to be exceptional, but I propose that events such as: immediate family weddings, funerals, immediate family members returning from military service, passing-out parades or graduations fit into this category. Extended holidays planned to precede or follow-on from these events will not be deemed to be exceptional.

I hope that you will support the school in this matter, as we are all concerned to see children fulfil their potential at school. I am sure you will agree that this can best be achieved by avoiding unnecessary absence. Should you wish to discuss the matter further, please do not hesitate to contact me. My door is always open if you would like to discuss any issues including attendance and we will always do our best to help you and your family.

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Dear _____

Date _____

Thank you for your application for leave of absence as detailed on this form.

I confirm that this leave has been noted and will be classified as:

Authorised A total of days authorised absence
has now been recorded for this year.

Unauthorised A total of days unauthorised absence
has now been recorded for this year.

Please note, if the leave of absence is classed as unauthorised and you still choose to take your child out of school and you have reached 7 days of unauthorised absence, information will be passed to the Education Welfare Officer and a fixed penalty notice may be issued which carries a fine of £60 per child.

If you have any concerns about your child's attendance and would like some support from our Education Welfare Officer, please contact Diane Marlow on 03000 261115.

Signed _____ (Headteacher)

School use: Copy to	
Parent <input type="checkbox"/>	Pupil's record <input type="checkbox"/>