



### REQUEST FOR HOLIDAY DURING TERM TIME

<b>Name of child:</b>	<b>Class:</b>	
<b>Date of requested absence:</b>	<b>From:</b>	<b>To:</b>
<p><b><u>PLEASE NOTE:</u></b></p> <ul style="list-style-type: none"> <li>Since 1<sup>st</sup> September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.</li> <li>All requests are discussed with the Governors and our Education Welfare Officer.</li> <li>As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Head Teacher not approve your request for absence and you disregard their decision.</li> <li>Penalty Notices stand at £60, per parent per child, if paid within 21 days of the Penalty Notice being issued, rising to £120 per parent, per child, if paid after 21 days but before the 28<sup>th</sup> day.</li> <li>If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and fine of up to £1000.</li> <li>You must submit requests for leave of absence at least <b><u>two weeks</u></b> prior to the first day your child will be absent. If you have a child who attends a different school, please provide their details below:</li> </ul> <p><b>Childs name:</b> _____ <b>School:</b> _____</p>		
<p>Please indicate the exceptional circumstances as to why this holiday could not take place in the course of the normal school holiday pattern:</p>     <p style="text-align: right; font-size: small;">Please continue overleaf if necessary</p>		
<b>Signed:</b>	<b>Parent/Carer/Legal Guardian</b>	<b>Date:</b>
<p><b>For Office Use only</b></p> <p><b>Approved/Not approved (delete as appropriate)</b></p>    <p><b>Signed:</b> _____ <b>Head Teacher</b> _____ <b>Chair of Governors</b></p>		