



# Errington Primary School

## Leave of Absence Form



### Notes to Parent/Carers:

The law does not grant parents/carers an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request must come from a parent/carer with whom the child normally lives, and must be for the purpose of annual family holiday.

When deciding whether to allow term time leave the school will consider:

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

If the school refuses your request and the child is still out of school, this will be recorded as unauthorised absence and this may make you liable to a £60/£120 fine.

I wish to apply for

Name of child \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

Reason for request during term time:

\_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

AUTHORISED ☐

Signature of Head Teacher \_\_\_\_\_

UNAUTHORISED ☐

% Attendance

**Please return this form to the school office no less than 4 weeks prior to the requested leave date**

### Office Use:

Name of child/ren \_\_\_\_\_

☐ The school agrees to your child/ren being absent from school on the specified dates for the purposes of a family holiday. Dates \_\_\_\_\_

☐ The school does not authorise your request for a leave of absence in term time for the reasons stated above. If the holiday is taken without it being authorised the School is required to report the absence to the Local Authority, who may issue a £60/£120 Penalty Notice, per parent, per child.

Signed..... Head Teacher      Date.....