

## Manaccan Primary School

### REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME



Name of Pupil(s)	Class(s)
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First Day of Absence:	Last day of absence from school:	Total number of SCHOOL days absent.
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I have other children in the Trust requesting a leave of absence

Name of School \_\_\_\_\_

**Exceptional Circumstances for Absence.**  
Please include any information you would like us to consider.

(If you are requesting absence for a family holiday and you are unable to take time off work during the school holidays, please complete this section) \* Please read notes on the reverse of this form

Name of parent or carer whose job affects when you go on holiday.	
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Name and Address of Employer.	
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Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of work.	
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I have read the notes on the reverse of this form. The information I have given on this form is correct.

Signed Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

#### Manaccan School Leave of Absence Request Form Return Slip

Dear Parent/ Carer,

Childs Name \_\_\_\_\_ Class \_\_\_\_\_

Attendance \_\_\_\_\_ % Leave of absence request for \_\_\_\_\_ Days

Request from \_\_\_\_\_ Until \_\_\_\_\_

- Due to exceptional Circumstances, leave of absence has been authorised
- On this occasion, I am unable to authorise leave of absence as requested

Headteacher's signature \_\_\_\_\_ Date \_\_\_\_\_

## Notes on family holidays

### Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

### Applying for absence because of a family holiday

The Government recommends that family holidays are taken outside school terms. If you have to take your family holiday during school term, please fill in the form over the page. Please do not assume that you will automatically get permission for the absence because you have filled in the form.

Head teachers have the discretion to grant leave in term time, but they should only do so in exceptional circumstances. The Headteacher will consider the reasons for the holiday, the pupil's past attendance and the effects the absence will have on the pupil's learning. The Headteacher is unlikely to give permission simply because holidays cost less during term time.

Please wait to hear if the Headteacher agrees to your request. Parents can be fined for taking their child on holiday during term time without consent from the school.

### The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

### Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

### Warning

If you take your child out of school without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to issue a Penalty Notice under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 per child per parent if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action.

#### Office use only

Approved

Not Approved

Attendance

Comments