

METROPOLITAN BOROUGH OF WIRRAL EDUCATION COMMITTEE

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME
FOR EXCEPTIONAL CIRCUMSTANCES ONLY**

ST PETER'S C E (AIDED) PRIMARY SCHOOL, HESWALL

I, the undersigned, being the parent or guardian of:

Name of child: Class:

Address:.....

Request that they be granted leave of absence from school on the following dates:

From: To:

Exceptional Circumstances for request:

.....

Signed: Date:

% Pupil attendance last year.....(this will be completed by school and will be taken into consideration)

NOTES FOR PARENTS:

1. The new regulations by the Department of Education with reference to schools, state that parents are not allowed to take pupils out of school for the reason for annual holidays.
2. **Parents/ Guardians do not have an automatic right to leave of absence. Permission is only given for exceptional circumstances.**
3. Should the Headteacher not authorise a Leave of Absence, then such absence will be deemed as 'unauthorised' and will be formally recorded and reported on the child's school record. This unauthorised absence may also incur a fixed penalty fine from the Local Authority.

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SCHOOL OFFICE TO RETURN THIS SLIP TO PARENTS/GUARDIAN

ST PETER'S C OF E (AIDED) APRIMARY SCHOOL, HESWALL

Leave of absence for exceptional circumstances for:

Child's name: Class:

Your request has been authorised by the Headteacher.

Your request has not been authorised by the Headteacher

Pupil % attendance record last year:

Mr Darren Jones/Miss K Ball:..... **Date:**.....