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| REQUEST FOR CHILD’S LEAVE OF ABSENCE DURING TERM TIME |

The law does not grant parents 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 for leave of absence must come from a parent with whom the child normally lives.

**Holidays during term time are NOT classed as exceptional circumstances and will not be authorised. Unauthorised absences are referred to the Trust’s Education Welfare Officer and may result in a £60/120 fine, per parent, per child.**

Where leave of absence is taken without authorisation, a warning letter or penalty notice may be issued, depending upon the individual circumstances of each case. If a child’s attendance is below 95% in the previous 12 months prior to the leave of absence being taken, a penalty notice is likely to be issued. Absences will not be authorized in September, January – May (inclusive) or other periods of the year when children are taking mandatory tests.

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.

A copy of the School’s Leave of Absence Policy can be found on [www.grangetownprimaryschool.co.uk/policies](http://www.grangetownprimaryschool.co.uk/policies). A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the Local Authority website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence for the purpose of a family holiday (‘G’ CODE).**

**NAME[S] OF CHILD/[REN]** ……………………………………………………………………………………………………………………………… **CLASS** (………………)

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to be absent from school from ……………………………………………… to ……………………………………………… inclusive.

My child will return to school on the following date:…………………………………………………………………………………………………………………….

Name of Person[s] who is taking the child[ren]: …………………………………………………………………………………………………………………………...

Parent/carer address details if different to the child’s address:

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#### REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request):-

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Signature Parent/Carer……………………………………………………………………………………………………………… Date: ………………………………

**Please return this form signed and dated to School Office, within 4 school weeks of the proposed leave where possible.**

**FOR OFFICE USE:**

Name of Child/ren:

…………………………………..………………………………….………………………………….………………………………….……………………………………..

* The head teacher authorises the request for leave of absence on the specified dates for the above child/ren due to exceptional circumstances.
* The School does not authorise your request for leave of absences due to the following reason.

SIGNED ………………………………………… Deputy Teacher SIGNED ………………………………………………… AWO (LA) Date ………………………………….

A letter confirming this decision was sent to each parent on:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………