Dear Parent / Carer

**Requests for leave of absence in term time: New Government legislation for September 2013 onwards**

The government has made changes to the law relating to requests for holiday leave/other absence from school during term time. The Headteacher is no longer allowed to authorise absence for students from school, except in exceptional circumstances. Holidays are not considered exceptional circumstances.

In exceptional circumstances, such as military leave, parents can make a request in advance for a leave of absence using this form. Please complete this as fully as possible and return to the school at least four weeks in advance of the first day of the requested absence. The Headteacher will then consider the request and communicate the decision back to you.

In the event that a request is not sanctioned and the student is absent during the request period it is likely that (without evidence being provided for the absence e.g. GP letter) the absence will be coded as unauthorised. If this happens it is likely that the Local Authority will issue a fixed penalty notice (fine) to each parent as a result of the student absence from school; this currently stands at £120 per parent, per child, £60 if paid within 21 days.

Please complete the information below and return it to school.

To: The Headteacher

**Student(s) name** **Tutor Group**

I apply for leave of absence for my child for (reason):

Dates for which leave of absence are requested:

From: to: number of school days:

(first day of absence) (last day of absence)

Have you previously had leave of absence for this child in this school year: Yes/No

Please explain any exceptional circumstances that warrant this application for leave during term time:

Signed: Date:

Parent / Carer

For school use only:

Leave of absence is authorised / not authorised.

Signed: Date: