

Goonhavern Primary School



Nurture the seed and together we will grow

**Request for a child to take leave of absence during term time
(Please read the notes on the back of this form before you fill it in.)**

Section A	
Child's name:	Class or tutor group:
First day of absence from school:	
Last day of absence from school:	
Total number of days absent:	
Reason for making the request to take absence during term time:	
Section B	
I have read the attached notes. The information I have given on this form is correct:	
Signature of parent or carer:	Date:
Section C – for school use only	
Request authorised/unauthorised:	Date:
Headteacher's signature	

Notes on requesting leave of absence

Family holidays

The Government recommends that family holidays are taken outside school terms. 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 coincide with the school term. The Headteacher will not authorise any leave of absence during term time for family holidays.

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.

Applying for leave of absence

The Headteacher will only authorise leave of absence if the circumstance is exceptional and every application for leave of absence will be considered on an individual basis. There is no set criteria as to which circumstances are exceptional and which are unexceptional.

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 prosecute. A penalty notice may be issued under Section 444A and 444B of the Education Act 1996. The fine is £60 if paid within 21 days, after 21 days the fine doubles to £120 and must be paid within a further 7 days (28 days total). Failure to pay may result in prosecution. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both.