



### Request for Leave during Term Time

**Pupil Name:**.....**Class:**.....First day of absence: .....  
Return to school:..... Number of school days that your child will be absent:.....

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child’s name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting absence. (Please ensure you are giving at least 7 days’ notice of the proposed absence, retrospective applications cannot be authorised).

.....  
.....

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.*

**Name of Parent/Carer making application:** Dr/Mr/Mrs/ Ms Forename:.....Surname:.....

Signed:..... Dated .....

Copy to be given to Parents/Carers

### Hollydale Primary School - Request for a Leave of Absence During Term Time

Dear.....

Child’s Name..... Class.....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ =.....days, has been

considered and is  AUTHORISED  UNAUTHORISED

- a) Their attendance is currently .....%
- b) The request **does / does not** meet the criteria for ‘exceptional circumstances’
- c) They are **making / not making** good progress towards their end of year targets.
- d) They **are / are not** being prepared for or taking tests during the absence

Please note:

An **unauthorised** absence may be reported to the Education Welfare Service and a Penalty Notice may be issued.

Forwarded to Education Welfare

Not forwarded to Education Welfare

Signed *M&R. Reid*

Head Teacher

Date \_\_\_ / \_\_\_ / \_\_\_