



Preston C of E Primary School

LEAVE OF ABSENCE & HOLIDAY - REQUEST FORM

This form must be returned to the School Office at least **FOUR** weeks before the start of the leave requested

As per the new guidelines, parents will no longer be able to apply for leave of absence for their children for the purpose of a family holiday during term time. The new regulations state that leave of absence during term time may only be granted by the Headteacher if there are **exceptional circumstances**. Please refer to the school attendance policy available on our school website or from the school office. If you are at all unsure about what constitutes 'exceptional circumstances', please contact the school for clarification.

Where exceptional circumstances are to be considered evidence from an employer will **need** to be provided. Please note you must give 4 weeks-notice of any request for leave.

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may result in a Fixed Term Penalty Notice. Penalty notice fees are: £160 per parent per child (if paid within 28 days) or £80 per parent per child (if paid within 21 days).

I wish to apply for the student(s) listed below to be authorised as being absent from school
 from to (inclusive)
 for the purpose of
 at (specify location)

Name of Student(s)	Reg Group

The exceptional circumstances to be considered are:

Signature Date
 Parent/Carer

P.T.O

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Thank you for your request for authorisation of a holiday during term time for:

Your request has been authorised for a holiday in term time on the basis that there are exceptional and compelling circumstances which it should take place during term time (please see reasons below). Should the holiday be extended for any reason the extension will be regarded as an unauthorised absence.

Signed..... Claire Hodgson, Headteacher

Exceptional circumstances include (but not restricted to):

- Where forces personnel are on leave from a foreign posting
- Where parents have significant employment restrictions (a letter will be required from your employers).
- Where significant family events and circumstances occur such as bereavement.

Unfortunately, it has not been possible to authorise your request for a holiday in term time.

Signed..... Claire Hodgson, Headteacher