



Ash 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

With effect from 1st September 2013, 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).

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: £60/£120 per parent per child.

I wish to apply for the student(s) listed below to be authorised as being absent from school from toinclusive) for the purpose of at (specify location).....	
Name of Student(s)	Reg Group

The exceptional circumstances to be considered are:

Signature Date
Parent/Carer



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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 mean it should take place during term time, such as:

- **Where forces personnel are on leave from a foreign posting**
- **Where parents have significant employment restrictions.**
- **Where significant family events and circumstances occur such as bereavement.**

Should the holiday be extended for any reason the extension will be regarded as an unauthorised absence.

Signed.....Mrs M Gibbons Head teacher

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

Signed..... Mrs M Gibbons Head teacher