St. Peter's R.C. (Aided) Primary School

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APPLICATION FORM FOR PUPIL ABSENCE IN TERM TIME

Child's Name:

Child's Class:

Dates when absence from school is requested:

Number of school days absence:

Please give details below of the exceptional circumstances that require your child(ren) to be out of school during term time.

N.b. New government guidelines which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of 'exceptional circumstances'

The parent(s) of any child who has absences recorded as a result of an unauthorized family holiday will each be fined £60 which must be paid within a 21 day period. Failure to pay the fine(s) within the time scale will result in the fines being doubled to £120 which will need to be paid within 29 days of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under Section 444 of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

Signature of Parent/Guardian:

Date:

Reply from the Headteacher

I am able to give permission for you to take your child(ren) out of school:

From: **to:**

I am unable to give permission for you to take your child(ren) out of school for the following reason(s):

Signed (Headteacher):

Date: