

# Friars Primary School & Nursery

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head teachers granting leave of absence to a pupil except where an application has been made in advance and the Head teacher considers that there are '**exceptional circumstances**' relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

**If the absence is not authorised and the holiday is taken, the case will be referred to the Access and Inclusion Attendance Team who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.**

Name(s) of Child(ren)	
D.O.B:	
Class(es):	
Date of First Day of Absence:	
Date of Return to School:	
Number of Days Requested:	
Reason for Absence:	Family Wedding <input type="checkbox"/> Family Funeral <input type="checkbox"/> Family Holiday <input type="checkbox"/> Other (please detail below and provide evidence, if applicable): ..... ..... ..... .....

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### School/office use only

Current attendance percentage:	%		
Number of sessions of absence in this academic year:	Authorised	Unauthorised	<b>Total</b>

Authorised / Unauthorised

Principal Signature: \_\_\_\_\_