

**HILLTOP JUNIOR SCHOOL
LEAVE OF ABSENCE**



Taking your child out of school during term time could be detrimental to your child's educational progress.

Leave of absence will only be considered under 'very exceptional circumstances' and family holidays do not come under this criterion. Parents should not take their children on holiday in term time. THERE IS NO LEGAL RIGHT TO DO SO. Headteacher are unable to grant leave of absence during term time under Section 7 of the Education Regulations 2006.

If an absence is not authorised and subsequently taken, the case will be referred to the Education Welfare Service 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.

I _____ Parent/Carer of _____ (name of child)

in Class _____ hereby make application for leave of absence from school during term-time on behalf of the above named child .

Please attach a letter outlining the 'special circumstance' for which a term time absence is being applied for. If this is not provided the school will be unable to authorise the request.

Date: From _____ to _____ inclusive. Number of days requested: _____

Do you have other children at Hilltop Infant School: YES/NO If Yes, please provide Child's name; _____

Parent Signature _____ Date _____

FORM TO BE COMPLETED AND RETURNED TO THE HEADTEACHER AT LEAST TWO WEEKS BEFORE PROPOSED ABSENCE.

School/office use only:

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Authorised	Unauthorised	Total

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**HILLTOP JUNIOR SCHOOL
LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

For _____ (name) in _____ (class) From _____ to _____ (days in total)

Dear Parent/Carer

This absence will be recorded as other authorised circumstances. * (_____ day/s)

This absence will be recorded as unauthorised.* (_____ day/s)

Signed _____ Date _____
Headteacher

* Headteacher will indicate which of these is applicable.

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