

APPLICATION BY PARENT/ CARER FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME - 2024/ 2025

If, in exceptional circumstances, you require your child to absent in term time, please complete this form and return it to the school office at least 28 days before the date you wish to remove your child from school.

Pupil Name:..... Class:..... DOB:.....

Home Address:.....

First day of absence:..... Date of return to school:.....

Number of days requested:..... Reason for absence:.....

To support your application, we will require the following:

- A letter in writing outlining why your child is off school during term time.
- A copy of your holiday booking confirmation or other relevant information to support your application.

I understand that if the absence request is unauthorised, Education Welfare will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty Notice is issued each parent per child taken out of school i.e. £80 per parent per child, so for a family of four the fine would be £320. I understand that if I do not pay, this may result in legal action. Please refer to the Department of Education website www.education.gov.uk or Staffordshire County Council website www.staffordshire.gov.uk for further information.

Name of Parent/ Carer making the application:.....

Signed: Date:

Please ensure that you are giving 28 days' notice of the proposed absence.

Sally Sanders Headteacher

Seabridge Primary School, Roe Lane, Newcastle-under-Lyme, Staffordshire, ST5 3PJ.

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