



Student Request for Leave of Absence

Student Name:

Year Group:

I request permission from St Anne's Primary School for leave of absence in exceptional circumstances for my child as detailed above:

Number of days my child will be absent for

First school day of absence: Day:Date:

First school day back in school: Day:Date:

Please detail the exceptional circumstances for this request of leave of absence:

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For Overseas Travel Only:

Outward Journey: Flight Number: Date: Time:

Return Journey: Flight Number: Date: Time:

I understand that if the leave of absence is declined and I continue to take my child out of schools that unauthorised absence may lead to further action such as penalty notices.

I understand that if my child is absent for more than 20 days in total, they may lose their place at this school.

By signing this form, I agree that I have read and understood the leave of absence policy as detailed overleaf and fully understand the implications.

Signed(Parent/Carer) Print

Relationship to Child:

Date



Student Request For Leave Of Absence During Term Time

From the 1st September 2013, the new law **gives no entitlement to parents to take their child on holiday in term time**. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

Any leave that is taken, which has not been granted, will be followed up by the School Attendance Team and may result in a fine.

Parents are therefore asked to note the following:

- There is no entitlement for parents to remove their child from school for the purposes of a holiday in term time.
- In exceptional circumstances parents can request to remove their child.
- All such requests must be made on the school's official "Student Request for Leave of Absence Form", which are available to download from our website or from reception – letters will not be accepted.
- The "exceptional circumstances" must be clearly stated on the form.
- The form must be returned to the school office at least 7 days before the first day of the requested leave of absence.
- Parents should not assume that returning the form guarantees that the request will be approved.
- Requests will need to be made in writing in respect of religious observance days giving at least 7 days notice (if possible).
- If a child is removed without approval, the absence will be marked as "unauthorised" in the class register. This absence may be investigated by Manchester LA and a fine issued where necessary, usually after 5 days of unauthorised absence.
- A child who is removed for a prolonged period in term time (that is – longer than a normal absence for sickness) will miss a large amount of school work while he or she is away and will be unprepared for the work on returning to school.
- Asking for extra work to do at home may not be appropriate as the child may have missed the initial teaching.
- Parents must ensure that their child returns to school on, not after, the date provided.

Please note: If your child returns to school from holiday after the mutually agreed return date, you may be prosecuted and your child may be removed from St Anne's Primary School's roll.