



ELLEN WILKINSON PRIMARY SCHOOL

APPLICATION FORM FOR EXCEPTIONAL LEAVE

Absence during school term time should be avoided wherever possible as this disrupts your child's education can greatly affect your child's attainment.

PLEASE READ CAREFULLY

- Please note that leave for holidays during term time is no longer granted due to a change in the law in September 2013.
- Leave can only be approved by the Headteacher and only in exceptional circumstances.
- If you feel you have an exceptional circumstance for term time leave you will need to put an application in to the Headteacher for approval, who will then contact you to discuss this matter further.
- The Headteacher is the only person that will be able to determine if your request will be considered and any approval would only be for a **MAXIMUM of 5 DAYS**
- **Please note:** Your child's current attendance will also be taken into consideration. Leave will not be granted to any child with attendance under **90%** (Academic Year is September – July).
- The number of previous requests will be taken into consideration.
- Any holidays or leave taken without permission will be recorded as unauthorised absence and a Penalty Notice will be issue. **(Penalty Notice will be £60 per parent if paid within 21 days, and rising to £120 per parent if unpaid by 28days. Non-payment may result in prosecution in accordance with current legislation)**

I have read and understood the above information.

Name of adult with parental responsibility _____

Signature _____ Date _____

(Please turn over and complete other side)

Details of Pupils

Name of Child (ren)	D.O.B.	Name of Class(es)

Details of Term Time Leave Requested

Date Leaving	Date Returning	Total no. of <u>school</u> days requested

Reason For Term Time Leave
(Please include explanation of exceptional circumstance)

Name of parent: _____ Signature: _____

Head teacher's comments:

I agree/ I disagree to your request for.....days leave of absence during term time.
I agree/ disagree that your circumstance are exceptional

The reason for my decision is:

Therefore the amount of days I am authorising is:

Signed: _____ (Head teacher) Date: _____