



**EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST**

Pupil’s Name ..... D.O.B ..... Year .....

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I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
 .....  
 .....

Dates of absence

From ..... To ..... No of school days .....

Address where we will be staying.....

Email address.....Phone Number.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....	<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....
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Request **agreed / denied**

Signed .....Head Teacher

Date:.....



## **Leave from Learning Request**

From the 1<sup>st</sup> September 2013 leave in term time was made **illegal**, due to the amendment in the 2006 regulations. The Headteacher will no longer be able to authorise any term time absence unless there are exceptional circumstances. At St Thomas CE Primary School we work very hard to help your child learn and achieve well. To do this, we need you to help us in many ways. The most important way to help and support your child is to ensure that he or she attends school and is punctual. There are many reasons for this:

- Being punctual is a skill that your child will need for life. It shows a respect for others and shows that school is important.
- Good attendance means that your child will be able to get the most out of school and make the most of the opportunities offered to them
- It will ensure that there are no gaps in their learning. This will mean that the important foundations for future learning will be strong.
- There are approximately 175 days of non-school time. Please make every effort to use this time to book holidays and visit friends and family. It is important for your child to be at school so that they can achieve and attain well.
- Children who have good attendance generally achieve better than those who do not. They are able to make and sustain strong relationships and have a better understanding that school is important.