



Fitzjohn's Primary School

Advance request for exceptional leave during term time

As a parent carer you should fill in this form if you wish to apply for exceptional leave during term time. I will want to discuss the arrangement that will be made with you prior to any booking of tickets. **Therefore, please do not make any firm arrangements before we have first spoken.**

You should be aware that if the school approves this absence, your child would be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence. It is also possible in certain circumstances that your child could be removed from the school roll and you will have to re-apply for their place (if available) or find another school.

If you take your child on leave without authorisation, the Local Authority has the power to issue a penalty notice of £50 per parent per child, if paid within 28 days or rising to £100 if paid within days 29 – 42. If payment is not received you may be fined up to £1,000 in the magistrates' court and receive a criminal record.

The conditions under which leave of absence during term time may be granted are continued in the Education (Pupil Registration) Regulations 2006.

I would like to request permission for the child listed below to accompany me on a holiday.

Name of Child: _____ Class: _____

Address: _____

Absent From: _____ To: _____ Number of School Days absent: _____

Date of return to school: _____

If your child cannot return to school by this date, the school **MUST** be notified and given an adequate explanation. If this is **NOT** done he/she may be removed from the school roll.

Destination: _____

Reason for absence and why leave can not be taken during school holiday _____

My child will access education during the visit Yes / No (please tick)

If yes please provide details _____

Please give the name and telephone number of a person who can be contacted should there be any query about the child's return to school. This should be someone who will know how to contact you while you are on leave.

Name of Contact: _____

Address: _____

Telephone number (include full international code): _____

Signature of Parent/Carer: _____ Date: _____

Office Use only

Advance request for exceptional leave

Leave is / is not approved by the Headteacher:

Number of Authorised Sessions under code F _____ (Extended family holiday agreed)

Number of Authorised Sessions under code H _____ (Family holiday agreed)

Number of Authorised Sessions under code G _____ (Family holiday not agreed or days in excess of agreement)

Number of unauthorised sessions under Code G: _____

Date of return to school: _____

Signature of Headteacher: _____

Copy to Pupil File

Comments: _____