

From 1st September 2013 the law does not give **any entitlement** to parents to take their child on holiday during term time.

Any applications for leave of absence must be made in **exceptional circumstances**. The Head Teacher and the Executive Head teacher must be satisfied that the circumstances warrant the granting of leave.

**Parents can be fined** by the Local Authority for taking their child on holiday during term time.

**REQUEST FOR AUTHORISATION OF NON MEDICAL ABSENCE**

Child(ren’s) name: …………………………………………………………………

Class(es): ……………………………………………………………………………

Dates of proposed absence: ………………………………………………………

From:…………………………………………………………(first day of absence)

To: ……………………………………………………………(last day of absence)

Date of return to school: ……………………………………………………………..

Reason of absence (please be detailed)

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…………………………………………………………………………………………..

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Signed ………………………………………….. parent/carer

………………………………………………………………………………………………………………………..

The Head Teacher and Executive Head Teacher do give authorisation of absence from school.

The Head Teacher and Executive Head Teacher do not give authorisation of absence from school.

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head Teacher/Executive Head Teacher