



# Chaloner Primary School

Wilton Lane, Guisborough TS14 6JA  
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**Headteacher:** Mrs M Parker  
*"We believe we can achieve!"*

## REQUEST FOR AUTHORISATION OF CHILD'S ABSENCE DURING TERM TIME

### NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission **in advance** and the request for leave must come from a parent with whom the child normally lives. Leave of absence can be authorised at the Headteacher's discretion, taking into account the child's attendance and impact on their learning.

When deciding whether to allow term time leave the Headteacher will consider:

The time and duration of the leave.

Your child's record of attendance (This must be above 95% up to the date you take the holiday)

Learning that will be missed.

Year 2 and Year 6 standardised tests (they will not be permitted holidays during the month of May)

Year 1 phonic screening test (they will not be permitted holidays during the month of June)

A copy of the schools Leave of Absence Policy can be found on the Chaloner School website.

A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence for the purpose of a family holiday ('G' CODE)**. The school will make a referral to the Attendance & Welfare Service and this may make you liable to a £60/120 fine, per parent, per child.

### Parent Leave of Absence Request

Name/s of Child/ren: \_\_\_\_\_ Class/es: \_\_\_\_\_

Date/s for leave of absence: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Reason for leave of absence: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL

Name of child/ren: \_\_\_\_\_

- The school agrees to your child being absent from school on the specified dates for the purpose given.
- The school does not authorise your request for holiday leave in term time for the following reason.

### COMMENTS

SIGNED \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_

