

# HETTON LYONS PRIMARY SCHOOL

"at the heart of the community"

FOUR LANE ENDS  
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Headteacher Mrs S Bell

## Leave of Absence during Term Time

Name of Pupil: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

I wish to apply for leave of absence for my child for the purpose of: \_\_\_\_\_

\_\_\_\_\_ (please state reason).

First day and date of absence: \_\_\_\_\_ returning to school on \_\_\_\_\_

Number of days absence from school: \_\_\_\_\_ child's class \_\_\_\_\_

*The Department for Education has announced important amendments to legislation surrounding holidays in term time. From 1<sup>st</sup> September 2013 Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances and gives no entitlement to parents to take their child on holiday during term time. Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.*

*Low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school, if the leave is granted in accordance with arrangements made by the schools governing body.*

*The Local Authority can fine parents for failing to ensure their child attends school.*

Signed: \_\_\_\_\_ Parent/Guardian

Authorised for exceptional circumstances: \_\_\_\_\_ Headteacher

Unauthorised Holiday: \_\_\_\_\_ Headteacher