



**Application for Leave of Absence during Term time**

Such absence will only be granted in **EXCEPTIONAL CIRCUMSTANCES**,  
 As **ANY** absence during term time **ALWAYS** has an effect on a child's achievement, and may result in  
**STATUTORY ACTION BEING INSTIGATED AGAINST YOU** or pupils **LOSING THEIR PLACE AT SCHOOL**.

Dear Headteacher,

I/We request leave of absence from school on the following dates:

FROM: ..... TO: .....  
 (First day of absence from School) (Last day of absence from School)

Exceptional circumstances I/we would like you to consider:.....  
 .....

Contact number:.....

CHILD/CHILDREN'S NAMES	CLASS

SIGNED: ..... (PARENT/CARER/GUARDIAN)

School will not authorise leave of absence unless the Head teacher considers that there are exceptional circumstances. If leave of absence is not granted, a pupil's absence will be **UNATHORISED** and **STATUTORY ACTION MAY BE INSTIGATED OR PUPILS MAY LOSE THEIR PLACE(S) AT SCHOOL**. This is in line with both the Governor's and the Manchester City Council Policy.

PERMISSION FOR ABSENCE IS **NOT** GRANTED.....

PERMISSION FOR NUMBER OF SCHOOL DAYS GRANTED: .....

Signed: \_\_\_\_\_ (HEADTEACHER) Date of signing: \_\_\_\_\_

Office: \_\_\_\_\_

Issue a signed copy of the form back to Parent/carer (Date) .....

Place a copy on Class Register and in pupil file (Date) .....

Copy attached to pupil file



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*Headteacher Mrs L Windslow M.A*

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Dear Parent / Carer,

Leave of Absence from School

I will take this opportunity to inform all parent/carers that all absences of your child should be avoided. Amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that from September 2013 Head Teachers may NOT grant leave of absence during term time. If there are exceptional circumstances you must request this in writing for consideration.

It is very important that you come into school and discuss with Mrs Owen or myself the reason why you feel you should be given permission for your child to miss out on their education.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carers with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

From 1<sup>st</sup> September 2013 each such Penalty Notice incurs a fine of £120 per parent, per child, to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I advise you that we will actively monitor your child's attendance after the date of this letter. Should your child incur any further unauthorised absence after the date of this letter, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration of a prosecution, may be taken. Any such penalty notice or prosecution may relate to your children's attendance record both prior to and subsequent to this letter.

Yours sincerely,

Mrs L Windslow  
Head teacher

