

REDLANDS PRIMARY & NURSERY SCHOOL

Crown Street, Worksop, Nottinghamshire, S80 1TH
Headteacher: Mr S Walker



**APPLICATION FOR LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

NOTE TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for a holiday in term time you must apply for permission in advance. Recent government regulations have removed the discretion on head teachers agreeing to term time holiday requests except in exceptional circumstances, which will be considered on a case by case basis. Exceptional circumstances are being referred to as unique or one off situation's which are unlikely to arise again in the future. If you think your absence is exceptional please attach a letter explaining your reasons to the Chair of Governors.

WARNING: If the School refuses your request and the child/children are still taken out of school, this will be recorded as an unauthorised absence and Local Authorities are able to issue a Fixed Penalty Notice of £120, per parent, per child. Failure to settle a Penalty Notice may lead to prosecution by the Local Authority.

I wish to apply for a leave of absence for:

Name(s) of children DOB..... Class.....
..... DOB..... Class.....
..... DOB..... Class.....

Name & Home Address of Parent.....
.....Postcode.....

To be absent from school from to Totalling days

REASON FOR REQUEST OF ABSENCE DURING TERM TIME

.....
.....

Signature of Parent/Carer Date.....

FOR SCHOOL USE:

Date received in office:

Authorised Signed..... Date

Unauthorised Signed..... Date

Entered on SIMS