



Hollow Lane
Kingsley
Frodsham
Cheshire
WA6 8EF

Tel: (01244 976181)

Headteacher: Mrs R Jones

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Request for Leave of Absence of School Pupil

The Government discourages the taking of holidays in term time. Evidence shows that children who miss school do not achieve as well as those who attend regularly. From the 1st September 2013, the new law does not give any entitlement to parents to take their child on holiday in term time. Any applications for leave of absence must be in exceptional circumstances. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

Should you still choose to take a holiday with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty notice may then be issued to you (and your partner / spouse) in accordance with section 444 of the Education Act 1996.

I request that (name of child) Class to be absent for..... (number of days) from (first day of Absence) to (last day of absence)

for the following reason: (please explain why absence is needed during term time.

Signed (Parent or Guardian)

Date:



Request for Leave of Absence of School Pupil

Copy to be returned to parent / carer of:

The absence from school was *authorised/unauthorised for the following reason:

Please see attached correspondence.

Signed

Headteacher - on behalf of the School Governors

Date

