**HOLLY PARK PRIMARY SCHOOL**

APPLICATION FOR AN EXCEPTIONAL LEAVE OF ABSENCE

As a parent / carer you should fill in this form if, you wish to take your child out of school during term time. Mrs Needham the attendance officer or a senior member of staff may wish to discuss this with you further on receipt of the form.

Please note family holidays during term time will not be authorised unless there are exceptional circumstances.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence.

If you take your child on leave without authorisation the Local Authority has the power to issue Fixed-penalty Notices of £60, per parent for each child, rising to £120 if not paid within three weeks The conditions under which leave of absence during term time may be granted are contained in **The Education (Pupil Registration) Regulations 2006**.

**Dear Mrs Pelham**

**I request that in class**

**be granted special leave of absence.**

 / /

 / /

**From (Date) To (Date)**

**Reason**

**Signature of Parent/Carer Date:**

 / /

**Tear / Cut Here**

**Permission is / is not granted for to be absent from school**

 / /

**From (Date) To (Date)**

 / /

**Reason if absence has not been granted:**

**Signature of Head Dated:**

 / /