

# St John Fisher RC Primary



## APPLICATION FOR ABSENCE FROM SCHOOL DURING TERM TIME (EXCEPTIONAL CIRCUMSTANCES)

Parents do not have the legal right to take children out of school on holiday. Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances.

- Leave of Absence which is requested for the following reasons will not be authorised:
- Relatives coming to visit
- Cheaper holidays in England or abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays
- Shopping
- Birthday treats
- Availability of cheap holidays/flights
- Availability of desired accommodation
- Poor weather experienced in school holiday periods

**It would not be expected that 'exceptional' circumstances would occur more than once during a child's time at school.**

Parents who take their children out of school without permission could be issued with a penalty notice from the local authority. If a penalty notice is left unpaid, this could result in a prosecution through the courts.

We reserve the right to arrange an appointment with educational welfare officer should we believe it necessary.

If you wish your child to be absent from school, please complete this form and return it to school at least two weeks before the intended absence.

### PARENTS' SECTION

Child's name.....Class.....

Date of Birth.....

Parent/Guardian name.....

Child's address.....

Postcode ..... Telephone Number .....

Exceptional Circumstance details.....

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Length of absence (no. of school days)..... Destination.....

Last day in school ..... Date due back in school.....

Parent/Guardian signature..... Date.....

### SCHOOL SECTION

Authorised/Unauthorised

Headteacher's signature.....

Number of previous applications.....Current attendance.....%Late.....