



# Benhurst Primary School

## Application for Leave of Absence

*'Only my best is good enough for me'*



The Education (Pupil Registration) (England) Regulations 2006 has been amended as from 1<sup>st</sup> September. All references to family holidays and extended leave have been removed, together with the right for parents to apply for up to ten days holiday during term time. Head Teachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

If this absence is not authorised the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will consider legal proceedings.

**This form must be submitted to the Head teacher at least 14 days before the period of absence.**

The Department of Education issue guidance relating to absences during term time. For further information, please refer to [www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments).

<b>I hereby make application for leave of absence from school for my child/children.</b>	
<b>Name of child/children</b>	
<b>Class(es)</b>	
<b>Dates of absence (inclusive)</b>	
<b>Total number of school days absent</b>	

Please use the space below/overleaf to explain why it is necessary to take your child/children out of school for this period (and if for a holiday, why it cannot be taken in one of the 13 school holiday weeks).

<b>I certify that I am the parent/carer of the child/children.</b>	
<b>I understand that my child/children should only be taken out of school for exceptional circumstances.</b>	
<b>Parent/Carer signature</b>	
<b>Date</b>	

<b>For Office use only</b>	
<b>Number of sessions requested in this application</b>	
<b>Current attendance</b>	

<b>For the Head teacher only</b>	
<b>The request for leave of absence has been permitted / refused</b>	
<b>Reason for decision</b>	
<b>Signed (Head teacher)</b>	
<b>Date</b>	