Please note that Farnworth CE Primary does not routinely give permission for holidays or time off in term time. Parents do not have any legal entitlement to take their child on holiday during term time.

LEAVE OF ABSENCE / HOLIDAY REQUEST FORM

Please apply for absences/holiday in term time at least 6 weeks before the intended absence.

Absences will **not** be authorised unless there are exceptional circumstances. Students with 95% and below attendance (over 38 week period) may not be authorised even in exceptional circumstances.

PUPIL DETAILS			
Name:		**Date of Birth:**	
Class / Teacher			

Dates of requested absence:
No. of days:
Date of return to school:
Reason for leave of absence request:

All Adults with Parental Responsibility in the household (this includes mother, father, step parent or guardian)

Names:

DoB for all with parental responsibility:

Home Address details:

Contact Details:

I/We understand that keeping my/our child(ren) off school if this Leave of Absence Request is not granted will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued by the Local Authority for the non-attendance of my/our child(ren) at school.

I/We understand that a Penalty Notice will be issued to each person with parental responsibility and the resulting fine will be £60 per person for each child, rising to £120 per person for each child if the £60 is unpaid.

I/We understand that if the Penalty Notice is not paid in the specified time frame that I/we are at risk of prosecution under Section 444(1) of the Education Act 1996.

Parent/Carer Name (s):..

Relationship to child(ren): ………………………………………………………..

Signature(s): …………………………………………
                        …………………………………………

Date of Request: ……………………………………………………………………

Office Use:

Date Received: …………………………………….

NAME OF CHILD: …………………………………..

Previous leave checked: Y/N

Attendance %: …………………..

First date of absence: ………………… Last date of absence:………………….

Expected date of return to school: …………………………

Authorised: Y/N

Reasons: ………...…………………………………

………...…………………………………………….

Date: ………………………… Signed: ....
(Headteacher)

• Copy of this completed section must be sent back to parent with letter