


APPLICATION BY PARENT / CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take a holiday in term time please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

 LARKS HILL J & I SCHOOL ABSENCE REQUEST FORM		
Pupil Name:	Date of Birth:	Class:
Absence Request Details:		
First day of absence:	Date of return to school:	Total No Days Missed:
Reason for absence: (See notes overleaf)		
Name of parent / carer:		
Address:		
Signature:	Date:	
<p>I understand that if the absence request is unauthorised the Educational Welfare Officer will be directed to issue a fixed penalty notice. The fixed penalty fine is £60 per parent per child if paid within 21 days. This rises to £120 if not paid in 28 days and could lead to further proceedings if unpaid. An example of this would be a £240 fine for a family of two children, rising to £480 if not paid straight away.</p>		

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PLEASE NOTE:

Schools may not grant any leave of absence from school during term-time unless there are exceptional circumstances. Applications for leave of absence for the purpose of a holiday in term-time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request.

If you take your child out of school without permission this will be recorded as unauthorised absence (truancy) and noted on the child's Record of Achievement and may result in each parent being issued with a fixed penalty fine for each child taken out of school. The minimum fine is £60.00.

When deciding whether to allow term-time leave, the following will be taken into consideration:

- The child's age
- The time and duration of the leave
- The child's record of attendance
- Previous term-time absences
- Whether there are exceptional circumstances relating to the request

Please take this guidance into account when you complete the form overleaf, by giving clear reasons for your request. Thank you.

FOR SCHOOL USE		
Percentage attendance in current academic year		
Previous leave this academic year		
Does the request time coincide with SATS		
Mitigating circumstances		
Is the holiday approved?	YES	NO
Signature of Head Teacher		
Date		
Register Code		
Date Received		
Date Returned		