

Whiteshill Primary School

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Whiteshill
Stroud
Gloucestershire
GL6 6AT

Head Teacher: Miss Heather Francis
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'We are curious, we are unique, we are together, we are Whiteshill!'

Request for a leave of absence during term time

We expect all children on roll to attend school each day, as long as they are fit and healthy enough to do so unless a reason acceptable to the school is given and we are able to authorise the absence. This is what we consider regular attendance at Whiteshill Primary School.

Please be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances" (see attendance policy).

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence, you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance, it will not be agreed. If you nevertheless take your child out of school for the leave of absence this will be recorded as unauthorised leave.

In the case of an unauthorised leave of absence I, as Headteacher, may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment for your child.

Yours sincerely

Heather Francis
Headteacher



Request for a leave of absence during term time

Pupil Name Class

Pupil's address
.....
.....

Date of first day of absenceDate of return to school

Number of school days that your child will be absent from school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the circumstance for which you are requesting this leave of absence:

.....
.....

I understand that if the absence request is not authorised and the holiday is taken, the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:

Title.....

Forename.....Surname.....

Address if different from child's above:

.....
.....

Signed Dated

Title.....

Forename.....Surname.....

Address if different from child's above:

.....
.....

Signed Dated

(Please make sure you are giving advance notice of this leave of absence, retrospective applications cannot be authorised).