



REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

Children are required to be in school for 190 days of the school year. Government guidance states that leave during term time is undesirable. This is also the view of the Governing Body.

You are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday. Leave may only be granted in exceptional circumstances. Where medical reasons are cited as the cause for your request, supporting documentation for proof of medical circumstances may be required. If a child is absent without good reason (unauthorised absence) the Education Attendance Service may:

- Issue a Fixed Penalty Notice of £60.00
- Prosecute through the Magistrates Court – If found guilty you may be fined and will have a criminal record.

Child's name: _____ Class: _____

Date of requested first day of absence from school: _____

Return date to school: _____

Exceptional reason for absence from school: _____

I understand that if my child is granted exceptional leave and is not back in school by the agreed date above, action may be taken to remove my child from the roll at Simon Marks Jewish Primary School.

Signed (Parent/Guardian): _____ Date: _____

To be completed by the Headteacher

Leave granted: Leave denied:

Summary of parent discussion: _____

Headteacher signature: _____

To be completed by the school secretary

Attendance this year: _____ Attendance last year: _____

Prior leave checked: _____ Travel documents checked: _____

1 copy to be given to parent(s) / 1 copy to be kept in child's folder / 1 copy to be kept in office file