



St. John's CE (Aided) Primary School
Jubilee Road
Shildon
Co. Durham
DL4 2EQ
Telephone: 01388 773476
Mr A Farnell

Leave of Absence Request Form

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays and we ask parents **not** to request them unless they are for truly exceptional circumstances. If you feel it is an exceptional circumstance request please see Mr Farnell.

Points to remember:-

- Under legislation in September 2013, the Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during school time.
- Under legislation in September 2013, the Government has made it clear that Headteachers no longer have the discretion to authorise term time absence, **unless it is due to exceptional circumstances.**
- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationship with others.
- Term time breaks when added to unpredictable absences e.g. for medical reasons, all add up. **Learning time lost from school cannot be replaced!**
- **If the absence is not authorised and the holiday/time is taken anyway, the case may be referred to the Local Authority Enforcement Team who may issue a Penalty Notice for each child taken out of school.**

Documentary evidence may be requested for an exceptional circumstance before a decision can be made.

Each request will be considered by the Headteacher. Term time holidays because they are cheaper out of school holiday term do not constitute exceptional circumstances and will not be authorised.

Child's Name:		
First day of absence:		Number of days requested:
Date returning to school:		
Please give full details of the exceptional reasons for this term time absence request.		

Signed: _____ (Parent/Guardian) Date: _____

Please return this form to the school office. A letter from the Headteacher will be sent confirming whether or not this request has been authorised. Thank you.