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LITTLE HARROWDEN
Community Primary School

Learning for life in a caring environment

REQUEST FOR LEAVE

From 1st September 2013, the law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of authorised leave. The Headteacher would not be expected to class any term time holiday as exceptional. Parents can be fined by the local authority for taking their child on holiday during term time without the authorisation of the school.

Criteria

1. A request has been made at least **2 weeks** prior to the planned leave.
2. The child/ren involved has/have attendance above **95%** as calculated over a **12** month period.
3. There have been no other applications for leave during term time, either authorised or unauthorised, in the previous **12** months
4. The period of leave does not coincide with SATs or other significant events in the school calendar
5. The holiday is in response to exceptional circumstances such as visiting an infirm relative or exceptional family circumstances such as illness or change in family circumstances

In exceptional circumstances, criterion 5 may be accepted in isolation, for example given the sudden onset of illness in a family member.

It is likely that the majority of requests for leave during term time will be denied.

Please complete the form below and return to school **at least two weeks** before the request for leave and **arrange an appointment** to see the Headteacher or Deputy Headteacher via the school office. The school will consider request and provide a written response explaining clearly why leave has been granted or refused. If granted, leave will be recorded as an authorised absence. Parents can be given a penalty notice or be prosecuted for periods of unauthorised leave.

Thank you.

Little Harrowden Community Primary School ◦ School Lane ◦ Little Harrowden ◦ Northamptonshire ◦ NN9 5BN





REQUEST FOR LEAVE

FAO: The Headteacher:

Today's date: _____

Name of Pupil: _____ Class: _____

Name of Pupil: _____ Class: _____

Name of Pupil: _____ Class: _____

I request leave for the above named pupil/s.

Please complete the details below **and attach a letter explaining clearly the special circumstances** that you feel warrant your child being granted leave during term time **and arrange an appointment to see the Headteacher or Deputy Headteacher.**

Leave from (date): _____ to: _____

Total number of (school) days leave requested: _____

During the current school year, I have / have not made a request for leave previously.*

Signed: _____ (Parent/Guardian)

*Please delete as appropriate