

RISE PARK INFANT SCHOOL

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil's NameClass

Leave of absence is requested from: to (inclusive)

Number of school days:

Please state below your reasons for requesting leave of absence during term time.
The Headteacher will consider this request on its merits and will only authorise the absence for exceptional circumstances, providing the current attendance is 95% minimum and required pupil progress is being maintained. Absence will **not** be authorised during the assessment period for Year 2 children in May, or if the application is made **after** the absence has taken place.

REASON:

N.B. "Holiday" is not detailed enough. Please state why any absence is necessary in term time.

☐ Please tick this box if your child has a sibling in the Junior School

Signature of parent/carer:

Date of request:

(A copy of this form will be returned to you once a decision has been made)

.....

On behalf of the school I authorise / I am unable to authorise your request for leave of absence from school during term time.

Headteacher: Date:

Pupil's Name: Class:

Unapproved days taken will be recorded as "unauthorised".

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. From 1 September 2013 the fine is £60 per parent, per child, rising to £120 if unpaid after 21 days .Penalty Notices will be issued in line with the Havering Code of Conduct`