

Neston Primary School Leave of Absence Request Form

Parents/Carers do not have the right to take their child out of school for a family holiday and as such are strongly urged to avoid booking a family holiday during term time.

In exceptional circumstances only, the school may choose to grant a leave of absence up to 10 days in any school year. In extreme circumstances it may be necessary for longer planned absence however all such cases need to be discussed with the head teacher.

In line with Cheshire West and Chester Policy - *If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. It should be noted that if **any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.***

The amount of the fine is £60 per parent/carer if paid within 21 days. If this is over the 21 days the fine increases to £120 per parent/carer. You will still need to pay within 28 days.

Please sign and return this form to school **NO LESS THAN TWO WEEKS** before your holiday

ALL SECTIONS MUST BE COMPLETED FOR THIS REQUEST TO BE CONSIDERED

Child's/Children's Name:..... Class(es)

Dates of absence Number of days absent

Have you requested leave of absence for you child/children at another time during this school year? YES/NO

Does your child have siblings at another school who will also be requesting a leave of absence on these dates? YES/NO

Name of siblings Year Group School (if not NPS)

I am requesting this leave of absence because:

.....
.....

Signed (Parent/Carer) Date

To be completed by the Head Teacher. A copy of this form will be returned to the Parent/Carer prior to the leave of absence.

Absence authorised / Absence not authorised Pupil's current Attendance

Signed (Head Teacher) Date

