

**NESTON PRIMARY SCHOOL – LEAVE OF ABSENCE REQUEST FORM**

In **exceptional circumstances only**, the Headteacher may grant leave of absence during the school year. All such cases should be discussed with the Headteacher. From the 1st of September 2013, Headteachers in all schools were only allowed to grant 'leave of absence' (time off during term time) for 'exceptional circumstances only'.

**The Department for Education states that family holidays are not 'exceptional circumstances'**

If you do decide to take children out of school in term time, it will be recorded as 'unauthorised' and your children's education will suffer as they will miss direct teaching time.

**In line with Cheshire West and Chester Council guidelines - If you do choose to take children out of school in term time your request may be refused and you may be issued a Fixed Penalty Notice, the cost of which is £60 (PER PARENT PER CHILD) if paid within 21 days and £120 if it is paid after 28 days.**

**If the fixed penalty notice is not paid legal action will be taken by the Local Authority.**

**\*\*\*Please sign and return this form NO LESS THAN TWO WEEKS before your 'holiday' starts\*\*\***

Child's/Children's Name: \_\_\_\_\_ Class/Classes: \_\_\_\_\_

First day/date of absence: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

No. of days absent: \_\_\_\_\_ Have you requested leave of absence for your child at another time during this school year? \_\_\_\_\_

**I am requesting this leave of absence because (Please state why this absence is exceptional):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

**TO BE COMPLETED BY THE HEADTEACHER.**

Absence Authorised/Absence not authorised Pupil's Current Attendance: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

