



'Together in God's Love: aim high, stay strong, be determined.'

## St. David Haigh & Aspull C of E Primary School

Executive Headteacher: Mrs. J. Woodcock

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Dear Parents/Carers,

### **Re: Leave of Absence Requests**

As I am sure you appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only disrupts your child's education, it makes it harder to catch up on work missed, and it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if your child attends regularly.

From September 2013 amendments to the 2006 School Attendance Regulations make it clear that Headteachers may not grant any requests for holidays in term time.

### **Additionally**

- All requests for leave in term time must be in writing on the Leave of Absence Request Form (see reverse).
- Any granting of leave does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factors in any decisions.
- Requests will be considered by the Executive Headteacher.
- Any approved leave must be subject to a contract/agreement between parents and the school stating what leave has been granted and the pupil's date of return to school.
- School will not provide work for children for unauthorised absences.
- If a request for a Leave of Absence during term time is unauthorised, you may receive a fixed penalty notice.

Yours sincerely,

**Mrs. J. Woodcock**

**Executive Headteacher**



## Term Time Holiday Request Form\*

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Length of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date requested: \_\_\_\_\_

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### NOTE

**\*Please be advised that, by taking this term time holiday you may incur a fine from the local authority/attendance enforcement service (Educational Penalty Notice – EPN). For further details please refer to the school's Attendance Policy – available on request or via the school website, thank you.**

All term time holidays are all unauthorised therefore: Absence code = 

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Signed: \_\_\_\_\_ Mrs J. Woodcock (Executive Headteacher)

Date: \_\_\_\_\_ Filed: \_\_\_\_\_