

ST. JOHN'S CE PRIMARY SCHOOL
APPLICATION FOR LEAVE FROM LEARNING



NOTE FOR PARENTS AND CARERS: Please read this information carefully before applying.

Leave of absence during term time.

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents / carers should consider the impact that an absence may have on their child's progress and attainment. There is no parental right to take children away on holiday during term.

Fixed Penalty fines and prosecution.

Local Authorities have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance in school. Pupils with cases of unauthorised absences may be referred to the Educational Welfare Service at the Local Authority. They may then issue a fixed penalty notice of £60 (£120 if not paid within 28 days).

Medical Appointments.

Medical appointments at hospitals / outside agencies will be allowed. A Leave of Absence form should be completed and accompanied by a letter or appointment card from the hospital / agency as soon as possible before the appointment.

Please sign this form to say that you have read and understood the above before completing side 2.

Child(ren)'s name:

Class:

Signed

Date:

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Full name of child/ren:

Class/es:

REASON for this application:

Date/s for which this application is made (please ensure that you include travelling days):

Signature of parent(s)/carer(s):

Date of application:

FOR OFFICE USE ONLY
ATTENDANCE of child/ren during the current academic year:

Illness: Holiday: Other: (what reason?)

OUTCOME:

Authorised OR Not authorised

Signed:..... (Head Teacher) Date:

OFFICE USE ONLY	INITIALS	DATE
Copy		
Register		
SIMS		
Word		
Appointment Confirmation		