

REQUEST FOR LEAVE OF ABSENCE

We hope that parents/carers would take their family holidays whilst the Academy is closed. Any parent wanting to take their child on a leave of absence from Parlaunt Park Primary Academy should inform the Head Teacher in the following way:

- Complete the form overleaf in full
- The completed form must be returned **at least 2 weeks prior to the leave request date**
- The Head Teacher will consider your request and you will be informed of the outcome by letter

Requests will not be accepted unless the 'leave of absence' form is completed. Written letters will not be accepted.

The expectation is that students DO NOT take leave during term time. If it is an urgent request then please follow the correct procedure.

Leave of absence is only authorised under very exceptional circumstances and in this case only **5 days** can be granted by the Head Teacher.

We do not believe that children should be removed from school during term time – losing valuable school time is at the expense of your child's education.

Any holiday or leave taken without permission will be unauthorised and legal action may be sought from the Local Authority.

If your request is refused and you still decide to take your child out of school their absence will be recorded as un-authorised in the register. Any un-authorised absence of 5 days and over could result in a fine from Slough Borough Council. The penalty for un-authorised absence is £120 if paid within 28 days, reduced to £60 if paid within 21 days. The fine is per parent, per child.

Continuous un -authorised absence over 20 days will result in your child being taken off roll and you will need to re-apply for your school place.

LEAVE OF ABSENCE FORM

Name of Student: _____ Class & Year group: _____

Date leave requested from: ____/____/____ Date returning to school: ____/____/____

No. of days absent from school :

I request this leave to be granted for the following exceptional reason:

Signature of Parent/Carer: _____ Date: _____

For School Use Only

No. of Authorised Absences:

No. of Unauthorised Absences:

Previous holiday taken: Yes/No

Evidence Supplied: Yes/No

Absence Authorised: Yes/No

Signed.....(Head Teacher)

Date:.....