



Leave from learning request

From the 1st September 2013 leave in term time was made illegal due to the amendment in the 2006 regulations. The Headteacher will no longer be able to authorise any term time absence unless there are exceptional circumstances. At St John's & St Peter's C of E Primary we work very hard to help your child learn and achieve well. To do this, we need you to help us in many ways. The most important way to help support your child is to ensure that he or she attends school and is punctual.

Pupil's Name D.O.B Class

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I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

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Dates of absence

From To No of school days

Address where we will be staying

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name DOB Signature Date	Parent/Carer Name DOB Signature Date
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Request agreed/denied

Reason.....

Signed..... Date.....