



Fulbrook Middle School



Aspley Guise Lower School



Husborne Crawley Lower School



Ridgmont Lower School



Swallowfield Lower School



Woburn Lower School

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

As a parent or carer, please complete this form and return it to the school office **AT LEAST FOUR WEEKS** before the date when you want the period of absence to start. Before the decision is made, the following factors are considered: Attendance %, clash with test dates, educational progress and other educational factors.

Pupil's Full Name: Date of Birth: Class:

Period of absence for days from: to: (inclusive)

Name: Relationship to pupil:

Signed: Date:

Please explain your exceptional circumstances on the page overleaf.

Sections below to be completed by school staff only

Current Attendance%

Previous holidays checked

Please indicate if your child has siblings in any of our Pyramid schools.

Fulbrook	<input type="checkbox"/>	Aspley Guise	<input type="checkbox"/>	Husborne Crawley	<input type="checkbox"/>	Name of Sibling(s):
Ridgmont	<input type="checkbox"/>	Swallowfield	<input type="checkbox"/>	Woburn	<input type="checkbox"/>	Pre-School

Decision Regarding Request for Leave Of Absence in Term Time

Number of days requested:-

Absence request authorised Absence request unauthorised

Absence request can be partly authorised

Reason for decision (if appropriate)

.....

Signed:-Head teacher

Please note:- The regulations make it clear that head teachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. For further information contact the Access and Inclusion Service, on 0300 300 4953. Fixed Penalty Notices may be issued if the planned absence is not authorised and still taken. If a leave of absence request exceeds 5 school days (10 sessions), then the school can request a Fixed Penalty Notice be issued to both parents at a cost of £60 per parent, per pupil. See <http://www.centralbedfordshire.gov.uk/school/pupil-support/non-school-attendance/about-penalty-notices.aspx> for further details

Ask Access and Inclusion to issue a fixed penalty notice. Yes/No

Date request issued.....

Reason for Absence

(Leave will only be authorised if the application is in accordance with the DFE Guidance regarding exceptional circumstances.)

Please explain your exceptional circumstances below.

Signed: _____ Date: _____