

Form for Request for Leave of Absence from School

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Tanfield Lea Community Primary School considers every request for holiday leave in relation to the criteria below.

Pupil Details	
Name	
Date of birth	
Ethnic Origin	
Class Group	
Address	
Sibling/s in other school and school attended	Sibling Name/s: _____ Year Group: _____ School: _____

Request for Absence Details		
Start date of requested absence		Total Number of Days
End date of requested absence		
Intended return to school date		
Reason for absence request which indicates exceptional circumstances		
Name of parent / carer (print)		
Signature		
Date		

For School Use		
<p>N.B. Head Teachers may not grant ANY leave of absence during term-time unless there are exceptional circumstances.</p> <p>If you take a leave of absence without the school's permission, and this absence amounts to 7 days or more unauthorised absence in a minimum 12 week rolling school week period, you could receive a penalty notice which could result in each adult with parental responsibility being fined £60 per child per day (in accordance with the Department for Education guidance).</p> <p style="text-align: center;"><i>Exceptional circumstances will be extremely rare.</i></p>		
Absence approved?	YES	NO
Signature of Head Teacher		
Date		

