



# WESTERN ROAD COMMUNITY PRIMARY SCHOOL

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## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Class.....

Home Address .....

First day of absence ..... Date of return to school .....

Total number of days missed .....

Reasons for absence .....

.....

.....

.....

***I understand that if the absence request is unauthorised the Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that I do not pay this may result in legal action.***

Name of Parent/Carer making application .....

Signed ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Please ensure you are giving at least 14 day's notice of the proposed absence)**

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Pupil Name ..... Class: .....

☐ AUTHORISED: Your request has been authorised for the following dates:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

(NB – if you proceed to take the holiday this will result in a Penalty Notice being issued)

Signed ..... Head Teacher

**Head Teacher: Matthew Montebello**

[head@westernroad.e-sussex.sch.uk](mailto:head@westernroad.e-sussex.sch.uk)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Deputy Head Teacher: Irená Wooler**

[irenawooler@westernroad.e-sussex.sch.uk](mailto:irenawooler@westernroad.e-sussex.sch.uk)