



PARK GROVE PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE

WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are **NOT PERMITTED** to authorise Leave of Absence requests from September 2013, unless in Exceptional Circumstances. Family holidays taken in term time will not be authorised. The Government/Local Authority may fine parents who take their children out of school for family holidays. Please see links below for further details:

http://www.york.gov.uk/press/article/1366/york_parents_warned_of_changes_to_term-time_holiday_rules

http://www.york.gov.uk/info/200317/parental_support/565/attendance_and_truancy

There are clear links between children’s attendance and their attainment. A child absent from school for two school weeks each year will miss the equivalent of two terms’ education over their school career. This is a strong factor in seeking to reduce all avoidable absence.

ABSENCE REQUEST – PARENT/CARER TO COMPLETE

Name of child _____ Class _____

First day of absence _____ Last day _____ Total number of days _____

Reason for request:

I understand and accept that: (please tick each statement)

- This absence will affect **my child’s** learning
- **My child** will miss something vital in their learning that may not be taught again
- I may **be fined** by the Local Authority

Signature of Parent/Carer _____

Date _____

HEADTEACHER AUTHORISATION:

% of attendance to date:

Authorised

Unauthorised

(Reason) _____

Signature of Headteacher _____

Date _____