**St Paul’s C of E Primary School, Chipperfield**

**H1 - Application for Leave of Absence**

*As a parent/carer, you must fill in this form if you want to request leave of absence during term time. Parents/carers should not expect this to be granted as a right. Under the Education (Pupil Registration) (England) Regulations 2006, leave of absence will only be authorised in exceptional circumstances. Permission will not be given if the leave has already taken place.*

*After completing the form, when possible please return it to the school office no less than 4 weeks before the date you want the period of absence to start. The Headteacher will respond in writing.*

Please note that the school operates fixed penalty notices as follows:-

*If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in the current and/or previous term, including leave of absence where permission has not been requested or requested and denied, the Head Teacher can apply for a Penalty Notice to be issued by the Local Authority. The amount payable is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days of receipt of the notice. Separate notices are sent to each parent for each child. Parents can discharge potential liability for conviction by paying the penalty.*

*Should the fine not be paid in full within 28 days, the Local Authority must consider prosecution.*

Name of pupil: Year group:

Dates of requested leave of absence:

I request that my child, who is currently a pupil at St Paul’s C of E Primary School, be granted leave of absence. The reason for this request and why this cannot be taken during the 13 weeks of school holiday:

Name of parent/carer:

Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only

Details of Previous Absence

% attendance for current academic year to date \_\_\_\_\_\_\_\_\_

% attendance for previous academic year \_\_\_\_\_\_\_\_\_

Leave of absence declined

Leave of absence is granted from

Date letter H2/H3 sent Date:

Signature of Headteacher: Date: