LYDBROOK PRIMARY SCHOOL

ABSENCE REQUEST DURING TERM TIME.

Please read the following guidance carefully.

By Law, all children of compulsory school age must be in full time education. During an academic year, pupils are at school for 190 days, giving 175 days at home. **Please be aware that the Regulation 2013, which become law on 1st September 2013 states that Head teachers may not grant any leave of absences during term time unless there are exceptional circumstances regarding your child.**

Please complete and submit this form if you would like the Head teacher to consider your request for your child's leave of absence due to exceptional circumstances. You may be asked for proof to clarify your request.

For further information, please refer to the school's Attendance Policy available on the School Website or from the School Office.

Unauthorised absences of 10 days or more will result in the Local Authority's involvement.

This may result in a Penalty Notice.

Penalty Notices are issued by the Local Authority in accordance with Gloucestershire County Councils' Code of Conduct. The penalty Notice if paid within 21 days is £60 per child per parent/carer, if paid after 21 days but within 28 days the penalty notice will be £120.00 per child per parent/carer.

Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Child's Name:-	Class:-
Please stated why you are applying for leave of absence during term time :- Dates From:- To:-	
Number of school days:-	
Exceptional Circumstances:-	
Has your child had any other Leave of absences this school year:- *YES/NO	
Signed:- (Parent/Carer)	
Date:-	
*If yes, please give dates and details	

To be completed by the Head teacher		
Child's Attendance:-		%
Having considered the request for leave of absence during term time, my discussion is:-		
Approved		Absence will be marked as **AUTHORISED**
Not Approved		Absence will be marked as **UNAUTHORISED**
Explanatory Notes:-		
Signed:- (Head teacher)		
Date:-		