

Marwood Church of England VC Infant School

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Headteacher: Mrs D A Walton



Request for Leave of Absence During Term Time

As you are probably aware, the Government and North Yorkshire Council have issued guidelines about granting leave of absence that parents/carers and Headteachers must be mindful of and abide by. Under Section 7 of the Education Act 1986, it is the duty of all parents to ensure their children receive an efficient, full-time education. This means that Headteachers are unable to grant requests unless there are 'extenuating circumstances' and under Government guidance they are not able to class any term time holiday as 'exceptional'.

Therefore, requests for holidays during term time will not be authorised and will appear on a pupil's attendance record as an 'unauthorised absence'. Any period of unauthorised absence of 5 days (10 sessions) or more may lead to you being issued with a Penalty Notice from the Local Authority. Please note that it is not the responsibility of school to provide work for your child that they have missed due to a holiday.

It is essential that parents complete this Leave of Absence form so that the school is fully aware of your son/daughter's whereabouts during term time. Please submit your request at least 4 weeks before any leave is taken.

NAME(S): _____ **Year Group:** _____

Reason for request: _____

(Evidence must be provided to show why the time cannot be taken in any of the designated school holidays - please give details of any exceptional circumstances overleaf)

PROPOSED DATES OF ABSENCE FROM: _____ **TO:** _____

DATE OF RETURN TO SCHOOL: _____

SIGNATURE OF PARENTS/CARER: _____ **DATE:** _____

FULL NAME OF PERSON COMPLETING THE FORM: _____

RELATIONSHIP TO PUPIL: _____

FOR OFFICE USE

Unauthorised

Authorised in extreme extenuating circumstances

Date form received: _____ Date response sent: _____

Please use this space to give details of exceptional circumstances/further information as necessary (evidence must be provided to show why the time cannot be taken in any of the designated school holidays)
