



Mablins Lane Community Primary School
Mablins Lane, Crewe, Cheshire. CW1 3YR.
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REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that Head Teachers may not grant any leave of absence (including holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and Governing Body will determine what the exceptional circumstances are.

FOR COMPLETION BY THE PARENT/CARER

You are requesting the school's permission for leave to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised. In the case where leave request is required for a holiday the request must be made prior to any holiday being booked with an; employer or tour operator/holiday provider, or other family member/friend. This request must be made a minimum of 4 weeks prior to date/s requested.

Pupil's Name: _____ Class: _____

Dates of Leave of Absence: From: _____ to _____ Number of days: _____

Please give full reason(s) including your 'exceptional circumstance' for asking for leave of absence in term time.

Please attach any supporting evidence to this application.

Signed: _____ (Parent/Carer) Date: _____

Print Name _____

By signing this request/application you indicate that you have read and understood the school's policy on attendance. The policy and school term dates can be viewed on the school website: www.mablinslaneschool.co.uk A paper copy can be obtain from the school office.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One Child	Two Children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

For completion by school:

Child's Attendance at point of application/form request

Child's Name	Attendance % for previous academic year	Attendance % to date for current academic year

Please note if a child's attendance drops prior to leave being taken concerns will be raised by school with the parent /carer.

Outcome/Decision Reached:

Authorised	Register Code H (holiday)	Register Code C (circumstances)
Unauthorised	Register Code G (holiday)	Register Code O (reason other than holiday)

Reason/s leave request has been declined

Signed:

Head Teacher

Date:

Print:

Copy to: Parent / Pupil File / Local Authority