



# Thomas A Becket Junior School

## REQUEST FOR LEAVE FROM LEARNING IN SCHOOL TIME

### How to complete this form

1. Please complete this form **in advance** and give to the school office
2. Please read the school's Attendance & Absence Policy in conjunction with completing this form
3. Use a separate form for each child and each absence request.

Parent/Carer to complete this section:	
Child's Name:	Class:
Name of person making request:	Relationship to the child:
Address:	Phone number:

### Dates for which absence is requested:

From:	To:	Number of school days:
Please indicate any other school to which you are applying the same request:		

- Absences will only be authorised if this request is made in **advance** of the dates your child will be absent from school **and** the circumstances of the absence are **exceptional**. There is no entitlement to take a child out of school for a family holiday.
- The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in **exceptional** circumstances. Exceptional is likely to be **rare, significant, unavoidable** and **short**.

In West Sussex a Fixed Penalty Notice (FPN) may be issued if:

- Your child accrues 10 or more unauthorised absences (5 days) in a 10 week period;
- You take your child on an unauthorised holiday during the school term and accrue 10 or more absences (5 days).

If issued, the charge is £120 per parent/child, reduced to £60 if paid within 21 days.

Please explain (with supporting evidence) the **exceptional circumstances** why this leave of absence needs to be taken during school time. (Continue on a separate sheet if necessary).

Signed: .....(parent/carers) Date: .....

Head Teacher to complete this section:	
Leave of absence is <b>approved</b> for _____ days	
Leave of absence is <b>not approved</b> . If the pupil is absent as proposed, it will be recorded as unauthorised and may result in a Fixed Penalty Notice (FPN) being served.	

Signed: .....(school) Date: .....