



GLEBE PRIMARY SCHOOL
APPLICATION FOR LEAVE OF ABSENCE FOR TERM TIME HOLIDAY
Appendix (c) Essex Code of Conduct for Penalty Notices

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent for each child taken out of school.

Name of Child(ren)	
D.O.B:	
Class:	
Please add any names of siblings that attend Sweyne Park School	

Date of First Day of Absence: _____

Date of Return: _____

Number of Days Requested: _____

Please attach a letter outlining the 'special circumstances' for which a term time holiday is being applied for. If this is not provided the school will be unable to authorise the request.

Signed: _____ Dated: _____

Name: _____

School/office use only:

To Parents/Guardians of _____ Class _____

No of Days Annual Leave Authorised: _____

No of Days Annual Leave Unauthorised: _____

Dates (inclusive) _____

Total sessions (i.e. half days) pupil absence this year:

Total unauthorised pupil absences (half days) this year:

Headteacher's Comments:-

Signed _____ Dated: _____

Headteacher