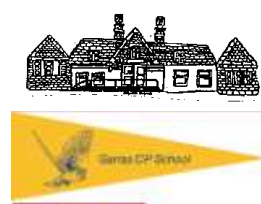


# GARRAS AND SITHNEY PRIMARY SCHOOLS

**Lucy Wandless**  
**B.A. Hons. QTS. NPQH.**  
**Headteacher**



## LEAVE OF ABSENCE REQUEST FORM

*Please return form to the Office*

Name of Pupil \_\_\_\_\_

Name of Pupil \_\_\_\_\_

Proposed dates: From \_\_\_\_\_ To \_\_\_\_\_

No of days \_\_\_\_\_

Please explain exceptional circumstances below:

---

---

Name(s) of Sibling(s) \_\_\_\_\_

Attending (name of other school/s)

---

Signature of parent/guardian \_\_\_\_\_

Date: \_\_\_\_\_

September 2017

Dear Parent/Guardian,

### **Taking Holiday in Term Time**

In September 2013 the law changed and Headteachers are no longer permitted to authorise holiday in term time. I am permitted to authorise Leave of Absence in term time in exceptional circumstances only.

The school year is very short. There are only 190 days on which lessons occur and any absenteeism during this time can affect your child's progress and attainment. The Government expects your child to attend school for 190 days and requires the Headteacher to make sure they do.

Please do not plan a holiday in term time unless there really is no alternative. The school will not approve any term time holiday unless there are exceptional circumstances.

Any holiday taken without the approval of the school will appear as Unauthorised Absence on the child's attendance record. A Fixed Penalty Notice may be issued if holiday is taken in term time without the school's approval.

If you still wish to request permission for a leave of absence in term time, please complete the form overleaf and return it to the office, at least two weeks prior to the intended absence.

Many thanks.

Yours sincerely,

**Lucy Wandless**  
**Executive Headteacher**