



# Guiden Sutton Church of England Primary School

*Love and Justice for All*

**Please read this letter before completing and returning the form to school**

Dear Parent/Carer

## **Request for leave of absence during term time from Guiden Sutton Primary School**

As I am sure you appreciate, regular school attendance is essential for children to maximise their educational opportunities. Interruptions in school attendance disrupt their education; make it difficult for them to catch up on mixed work and feel settled and involved in school. It is the School's responsibility to provide the best education possible. We can only do this if our pupils attend regularly.

The Department for Education (DFE) announced important amendments to legislation surrounding holidays in term time that came into effect on 1st September 2013.

The DfE guidance states that

If you take your son/daughter out of school on an unauthorised holiday during term time, you may be liable to a penalty notice of £60 per parent in the first instance. Any unauthorised absences will also appear on your child's attendance certificate.

Only in **exceptional circumstances** may the Headteacher consider giving permission for a child to be absent from School

The current rates payable by parents are £60 where the amount is paid within 21 days and should you still choose to take a holiday with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996. This changes to £120 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

The holiday/term dates are available on the school website.

Thank you in anticipation of your co-operation.

Mrs Rainford

Headteacher

## Leave of Absence Form

I have parental responsibility for the following student and I am requesting authorisation for them to be absent from school as detailed below:

NAME OF CHILD: ..... YEAR .....

ABSENCE DATES: From ..... / ..... / ..... to ..... / ..... / ..... (Inclusive)

TOTAL SCHOOL DAYS TO BE ABSENT: .....

The reason that this absence is being requested during term-time is because:

.....  
.....  
.....

Signed: ..... (Parent/Carer) Date: .....

Name(s) of brothers/sisters in other schools:

Name: ..... School.....

Name: ..... School.....

**(PARENTS/CARERS PLEASE ALSO COMPLETE YOUR PART OF THE REPLY SECTION BELOW)**

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### REPLY SECTION

NAME OF CHILD: ..... YEAR.....

REQUESTED ABSENCE: From ..... / ..... / ..... to ..... / ..... / ..... (Inclusive)

### HEADTEACHER'S DECISION

Your request is authorised on this occasion

Your request is **NOT** authorised on this occasion because:

.....  
.....

Signed: .....

Date:.....

*(If not the Headteacher's signature then the person signing this form is authorised to do so.)*

**Copies to: - Parent / Teacher / Attendance File**