

Moulton Chapel Primary School

APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer you should avoid booking holidays or visits overseas during term-time. Full school attendance is VITAL for your child's educational progress.

Parents are reminded that they do not have any entitlement to term-time leave for their children. At Moulton Chapel Primary School, we will not agree to authorise leave during term-time unless there are **exceptional circumstances** which warrant this. Permission will not be given if it is applied for after the leave has taken place.

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report.

Persistent unauthorised absence (4½ days within any 6 week period) may result in the involvement of the Education Welfare Officer and possible legal proceedings including the issue of a Fixed Term Penalty Notice of £60 or £120 per child per parent.

I request that _____ (Name of Child) be granted leave of absence from Moulton Chapel

Primary School from _____ to _____ Total number of days _____

It is necessary to take my child out of school because:

Signature of Parent/Carer _____ Date _____

Name of Parent/Carer (*please print*) _____

Request granted _____ Headteacher Date _____

Request refused _____ Headteacher Date _____

Reason for refusal _____