



**Northwood Community Primary School, Roughwood Drive,
Northwood, Kirkby, Merseyside L33 8XD**
Telephone: 0151 477 8630 Fax Number: 0151 477 8639
E-mail: northwood.primary@knowsley.gov.uk
Head teacher: Miss S Murphy

Application for leave of absence in term time

From 1st September 2013, the Department of Education changed the regulations regarding requests for family holidays during term time. The changes mean there is no legal entitlement for parents to take their children on holiday during term time. The new regulations also make it clear that Head Teachers may not authorise leave during term time unless there are exceptional circumstances.

All requests for leave of absence in term time must be made in advance using this form.

The council will use the full range of sanctions available, such as Fixed Penalty Notices, where leave of absence is taken without the permission of the school. The council will regularly monitor school absence during term-time and will work with Head Teachers to ensure parents adhere to the new legislation.

For more information on school attendance or leave of absence please contact school or visit our website.

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth	Class		
Surname of parent/carer		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for leave absence		
Length of absence (school days)	From (date)	To (date)	
Parent's/Guardian's signature			

SCHOOL SECTION (copy to parents / carers and copy for file)

Leave of absence in Term Time	(i) approved <input type="checkbox"/> School days (ii) not approved <input type="checkbox"/> School days	If all / part of the leave is not approved the pupil's absence will be marked as <u>unauthorised absence</u>
If not approved (reason why)	
If approved: Date of Meeting with Parent	<p><u>PLEASE CONTACT THE SCHOOL OFFICE TO ARRANGE A MEETING TIME TO AGREE WORK TO BE COMPLETED BY PUPIL DURING THE LEAVE PERIOD</u></p> Date of Meeting:	
Parent's signature.....	I understand that keeping my child off school if the request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued from the local authority for the non- school attendance of my child at school.	
Head Teacher's signature		
Number of previous applications granted		

Please return a copy of this form to the parent after consideration.