

**Greenbank Primary School**  
**Request for leave of absence in term time**

Please read the notes on the reverse of this form before completing.

Name(s) of Pupil(s)	Class

Name of parent/carer

Leave start date:
Return date to school:

Please give reason of absence:

Signed:
Date:

**Your request will be considered by the Headteacher. If it is not agreed by school the leave of absence will not be granted. Leave taken without the agreement of the school will be regarded as an unauthorised absence.**

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For school use only

Absence authorised / unauthorised:	Code:
Reason if the absence is unauthorised:	
Signed:	Date:

**Guidance notes:**

The Department for Education has announced important amendments to legislation surrounding holidays in term time.

From the 1<sup>st</sup> September 2013 new government legislation gives no entitlement to parents to take their child on holiday during term time. Parents who take their child on holiday without consent from school could receive a Penalty Notice from the Local Authority. Penalty Notices could be as much as £60 per child.

Please ensure that you provide as much information as possible to the school to enable them to consider your application.

For further advice, please contact Mrs Garnett at school.