



THE GATEWAY FEDERATION
Gorsley Goffs Primary School
Lea Church of England Primary School and Gateway Lodge Nursery

Exceptional leave of absence request during term time

Dear Parent/Carer

When children are taken out of school in term time, it can seriously affect their education. Absence disrupts the continuity of a child's learning. Children miss the teaching that takes place on the days that they are away and they may find it difficult to understand lessons when they return. Children need to attend school regularly in order to make good progress and achieve all that they can.

The attached form is a request to take your child out of school during term time. Please read the following guidance points before completing the form.

No holidays taken in term time can be authorised unless there are exceptional circumstances. This ruling has not been made by our governing body or Herefordshire County Council but applies, by law, to all schools in England.

If holidays are taken in circumstances that do not meet these criteria they will not be authorised and parents or carers may receive a Fixed Penalty Notice and/or other legal action. Where a fine is issued it is to each parent for each child taken out of school and that this is a fine of **£160 per child/per parent** if paid within the 28 days which reduces to £80 per child/per parent if paid within 21 days.

Yours sincerely

Simon Manning, Executive Head Teacher

Please note:

When children do not attend lessons we cannot send the work home, as they will have missed the teaching that is needed for them to complete it with understanding. You will need to consider how you will ensure that your child does not fall behind with their learning and have gaps in their education due to this absence.

Exceptional leave of absence request

| Leave request details | | | |
|--|--|------------------------------------|--------------|
| Childs Name : | | | |
| DOB: | | Year group/Class: | |
| Date From/To : | | Total Days : | |
| Destination: | | Total Sessions (2 per day): | |
| Please detail below your EXCEPTIONAL CIRCUMSTANCES for this request: | | | |
| | | | |
| BOTH PARENTS MUST SIGN AND COMPLETE BELOW | | | |
| Signature: | | | Date: |
| Signature: | | | Date: |

| | Parent/carer | Parent/carer |
|-------------------------------|--------------|--------------|
| Title (Mr/Mrs/Ms/Miss) | | |
| Surname | | |
| Forename | | |
| Date of Birth | | |
| Relationship to pupil | | |
| Address | | |
| Telephone number: | | |
| Email address: | | |
| Pupil resides with: | | |

Dear Parent/Carer

Further to your recent request for absence during term time:

Leave of absence authorised between and

I am unable to authorise this absence, therefore this will be recorded as unauthorised absence.

Signed by.....Headteacher Date