



# LEIGH ST PETER'S CE PRIMARY SCHOOL

Leigh Street, Leigh, Lancashire, WN7 4TP

## ABSENCE REQUEST FORM

### **IMPORTANT**

The Education (Pupil Registration) (England) (amendment) Regulations 2013

Leave of absence during term time will NOT be granted unless the Headteacher considers there are exceptional circumstances relating to that application.

#### **EPN Criteria September 2022:**

Any parent taking their child out of school for a holiday in term time will be issued with a £60 fine under the following criteria:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- Persistently arrives late for school

### Pupil Details

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

Dates of Requested Absence: From \_\_\_\_\_ to \_\_\_\_\_

Total Number of school days: \_\_\_\_\_

**Exceptional** Reason for absence:

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for non-school attendance.

Parent/Carer Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

**For Office use only**