

Leigh St Peter's CE Primary School

Absence Request Form



IMPORTANT INFORMATION

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:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

PARENT DECLARATION

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:	
Parent/Carer Signature:	
Date of Request:	

Headteacher Decision

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