

# St Helen's CE Primary School

Greenhill, Alveston, Bristol, BS35 2QX



## ABSENCE REQUEST FOR LEAVE DURING TERM TIME

**Please read the following important guidance before making a request:**

*The current law does not give any entitlement to parents/carers to take their children on holiday during term time. Any applications for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.*

*Absence from the school without the headteacher's permission will be classed as unauthorised absence and may lead to the issuing of a Penalty Notice (fine). A Penalty Notice will be issued to a parent where 10 or more sessions of absence are recorded within a 10-week rolling school week period. There are 2 sessions per day, one in the morning and one in the afternoon.*

*Further information on school attendance and Penalty Notices can be found on the South Gloucestershire Council website: [School attendance | South Gloucestershire](#)*

<b>To be completed by parent/carers</b>	
Child's Surname:	Child's first name:
DoB:	Class:
Please explain the exceptional circumstances that you would like the school to consider. This section must be completed. Continue on a separate sheet if needed.	
Requested absence: First day:	Requested absence: Last day:
Name of Parent/Carer:	
Signature of parent/carers:	
Date:	

<b>To be completed by school</b>	
Percentage attendance to date:	
Absence approved <input type="checkbox"/>	Absence not approved <input type="checkbox"/>
Signed:	Position: