

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 more than 10 sessions of absence are recorded in 7 school weeks (ie. 70 sessions). 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: <http://www.southglos.gov.uk/category/education-and-learning/schools-and-colleges/school-attendance/>

To be completed by parent/carer	
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/carer:	
Date:	

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