

Green Lanes Primary School

Permission for Leave of Absence during term time

Changes in legislation, which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If there are exceptional circumstances behind your request, you should discuss these with the Headteacher. Please contact the School Office to arrange an appointment.

If your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

By taking family holidays during the designated holiday periods you will be supporting your child's full school attendance, leaving and development.

Office copy

Child's name:	Class:
Child's name:	Class:
Child's name:	Class:
Dates of leave requested: to (Total no. of school days) Date in which your child/children is expected to return to school:	
Reason for leave: (please give details)	
Parent/Carer Signature:	Date:
Headteacher Signature:	Date:

✂

Dear Parent/Carer

Your request for leave for (child's name)
has been:-

AUTHORISED (*under exceptional circumstances*) UNAUTHORISED

Your child is expected to return to school on:

Headteacher signature: Date:

