



Audlem St. James' C of E Primary School

*'Let your light shine'
Matthew 5:16*



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REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

We want all children to be happy and successful at our school and believe that good, consistent attendance at school is crucial in giving your child the best chance of success. Taking holidays in term-time can seriously disrupt a child's progress.

From the 1st September 2013, **new legislation does not give any entitlement to parents to take their child on holiday during term time.** Parents must prove that any application for leave of absence must be in exceptional circumstances and that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school. Fine payments are £60 per parent, per child to be paid by the 21st day increasing to £120 per parent, per child by the 28th day. If the fine is unpaid it will be processed to court for prosecution.

Please complete Section 1 below and submit it to the School Office, two weeks prior to the intended absence.

Section 1 - to be completed by Parent / Guardian

Child's First Name(s)	Surname (s)	Teacher / Class
Please explain the exceptional circumstances surrounding your request for Leave of Absence during term time:		
Last Day in School Prior to Absence:		
Date Expected to Return to School:		
Total Number of Days Absent:		
Signed (Parent/Guardian):		Date:

Section 2 - to be completed by Headteacher

Delete where appropriate:	REQUEST APPROVED / REQUEST DENIED
Signed (Headteacher):	Date:

