

RISE PARK ACADEMY TRUST

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil's Name Class

Leave of absence is requested from: to (inclusive)

Number of school days:

Please state below your reasons for requesting leave of absence during term time. The Headteacher will consider this request on its merits. A maximum of 5 days only can be requested, due to exceptional circumstances, in any one school year **providing that current attendance exceeds 95%, in addition to good/better academic progress.** Absence will **not** be authorised during the assessment period for Year 2 & Year 6 children in May, or if the application is made **after** the absence has taken place.

REASON:

N.B. "Holiday" is not detailed enough. Please state why any absence is necessary in term time.

Please tick this box if your child has a sibling in the Infant/Junior School

Signature of parent/carer:

Date of request:

(A copy of this form will be returned to you once a decision has been made)

.....
On behalf of the school I authorise / I am unable to authorise your request for leave of absence from school during term time.

Headteacher: Date:

Pupil's Name: Class:

Unapproved days taken will be recorded as "unauthorised".

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. From 1 September 2013 the fine is £60 per parent, per child, rising to £120 if unpaid after 21 days .Penalty Notices will be issued in line with the Havering Code of Conduct`