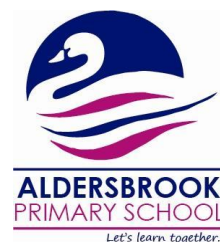


Aldersbrook Primary School

Headteacher: Mrs K. Gandhi



Request for leave of absence during term-time

The Department of Education is very clear about the expectation that pupils will be in school every day they can. The law (Section 444(1) Education Act 1996) specifies that all children of compulsory school age must receive an appropriate full-time education, which prohibits Head Teachers from granting leave of absence except where an application is made in advance, and will only be granted in the most exceptional circumstances (see our full [Attendance Policy](#) for more details). It is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

If a child is taken out of school without authorisation, this will be regarded as an 'unauthorised absence' and parents may be liable to a Penalty Notice. Full details of the threshold for a Penalty Notice can be found in our Attendance Policy. It is very important that you understand the implications of your child being taken out of school during term-time, as repeated periods of absence can lead the Local Authority to prosecute via the Magistrates Court, and if extended periods of time off is taken your child could be taken off roll.

Please fill in the form below and submit to the school office at least two weeks before you travel, and include flight bookings, if already booked. This should include a screenshot of outbound and return flights, and must include the date at which the flight was booked. We will let you know of the outcome by email.

Thank you for your cooperation in this matter,

Mrs K. Gandhi, Headteacher

<i>I have read and understood the above information and have read the school's Attendance Policy</i>	
Parent signature:	Date:
Parent signature:	Date:

Child 1's name:	Class:	Date of birth:
Child 2's name:	Class:	Date of birth:
Child 3's name:	Class:	Date of birth:

Will be absent from:	To: (inclusive)	Total number of days:
Name and address of parent 1:		
Name and address of parent 2:		
Emergency contact while abroad:		
Reason for absence:		
Signature Parent 1:		
Signature Parent 2:		

For office use:

<i>Copies of travel arrangements attached, with date of booking</i>	YES / NO
<i>Attendance summary attached for last three years (Attendance Officer)</i>	YES / NO
<i>Should this absence be counted towards a P/N being issued?</i>	YES / NO
<i>Education Welfare Officer informed</i>	YES / NO
<i>Child Missing in Education form raised with London Borough of Redbridge</i>	YES / NO
<i>Child to be removed from the school roll</i>	YES / NO
<i>Leave of absence authorised under exceptional circumstances</i>	YES / NO
Headteacher's signature:	Date: