



Rush Green Primary School

Request for Leave of Absence Form

'Strive to Succeed'

REQUEST FOR LEAVE IN TERM TIME WILL NOT BE AUTHORISED

The DFE and Local Authority have made it clear that we are no longer able to grant any leave of absence during term time. In some **very exceptional circumstances**, the School's Governing Body may decide to allow a leave of absence but this is at the discretion of the Governors. The Governing Body of Rush Green Primary School will consider each request for leave of absence carefully and individually to determine its authorisation.

Any unauthorised periods of absence may result in a penalty notice.

Fine Structure (Standard UK)

- **Initial Fine:** £80 per parent, per child, if paid within 21 days.
- **Late Payment:** £160 if paid after 21 days but within 28 days.
- **Subsequent Offences:** Fines increase, with second offences at a cost of £160 and third offences leading to prosecution or other sanctions.

Requests should be made by the parent or guardian and forwarded to the Head Teacher at least 14 days before the requested time.

PLEASE RETURN THIS FORM TO THE HEAD TEACHER VIA THE SCHOOL OFFICE

I wish my child..... in class..... to be excused from attendance from..... to..... inclusive.

Please give reason for requesting leave of absence during term time:

The number of school days to be missed (inclusive) is.....

..... Signature of Parent/Guardian Date.....

Office use only

The leave of absence request for ___ school days has been authorised/unauthorised.

Signed..... Date.....

Mr S Abeledo (Head Teacher)