The Willows

Primary School

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Stoke-on-Trent City Council

Application for Leave of Absence in Exceptional Circumstances in Term Time

The Education (Pupil Registration) Regulations 2006

Name of School: The Willows Primary School

This form should be completed at least 4 weeks in advance of the proposed period of absence by the parent with whom the child normally resides. The law states that parents DO NOT have an automatic right to take their child out of school during term-time. Any holiday leave in term time will not be authorised by the Head Teacher.

From 1st January 2019, any period of unauthorised absence may result in you as a parent receiving a penalty notice fine.

A penalty notice payable of £60or £200 fine.

Prosecution under s444(1) Education Act 1996 where if convicted you may be fined up to £1000.

I wish to apply for leave of absence from school for my child:

Name of Child: ……. Class: ……

Surname of parent/carer: ……..... First name: ……

Relationship to child: ……... Are there any siblings Applying for leave: …….

First day of leave requested…..... Last day……..

Number of school days involved ……. Destination: ……