



# Longton Lane Primary School

*'Believe and Achieve'*

From September 2013, the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in EXCEPTIONAL circumstances. Parents/carers applying to remove their child(ren) from school during term-time must give advance notice (*of at least 2 school weeks*) and should provide evidence to support the application. Evidence may include a letter from an employer, or, in the case of the armed forces or emergency services, from a superior officer. The head teacher will then consider authorising/unauthorising the absence.

Please be aware, you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term-time and the absence meets the LA penalty notice criteria **of 10 sessions (5 school days) unauthorised absence in a 10-school week period. Penalty Notices are issued per parent per child.**

Further Information on the law regarding leave of absences during term-time and Penalty Notices for unauthorised school absence can be found at GOV.UK.

Name of pupil (s)	Year group

Name of parent/carers	
1:	Relationship:
3:	Relationship:
Address (if different from address of child):	
Telephone No:	

Date(s) of proposed leave of absence	
From:	To:
Total number of school days:	

**Please list your reasons including any exceptional circumstances for removing your child/children from school during term time.** Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

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