



Request for Pupil Leave of Absence in Exceptional Circumstances

In accordance with Borough policy, pupil leave during term-time will only be granted under the most exceptional circumstances at the discretion of the Head Teacher. Family holidays are not considered to be an exceptional circumstance. Leave taken without permission of the Head Teacher will be recorded as unauthorised, and you may be liable to a Penalty Notice resulting in a £160 fine per parent, per child reducing to £80 if paid within the stated time. **Please submit this form at least 14 days prior to travel unless in the case of emergency leave.**

IMPORTANT

- After 10 days unauthorised absence, a referral will be made to the EWS and your child is at risk of losing their school place.
- Evidence of flight details will be required before departure in line with the Borough's Safeguarding policy.
- Any absence because of pre-travel medication, illness or absence of any kind immediately before or after the proposed dates will be included in the total length of absence.

I wish to request permission to take my child out of school during the school term. The details are as follows:

(Please complete **ALL** boxes)

Child's name:	Date of Birth:	Class:
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Proposed Dates	
First day of absence:	Last day of absence:
Return to school on:	
Copy of flight tickets/itinerary <u>must</u> be attached or emailed (absence@goodmayesprimaryschool.co.uk) with this request.	

We are going to (place/country):

Details of exceptional circumstances: Written evidence of such circumstances must be attached with this request

My child must come with us because:

Relative or friend whom we can contact (and who can contact you during this absence):
Name: Telephone No:
Address:

I agree to comply with the conditions set out above which I have read and understood.

Full Name of Father: (Please print)

Full Name of Mother: (Please print)

Father's email address:

Mother's email address:

Postal Address:

SIGNED: (PARENT / CARER) **DATE:**

Please note that the school may contact you via email regarding your absence request.