

Orchard Park Community Primary School

Headteacher Stacey Harper B Ed Hons NPQH

Ring Fort Road Orchard Park Cambridge CB4 2GR www.orchardparkprimary.co.uk

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Application for Leave of Absence from School During Term Time

Please read the following information very carefully

Parents do not have any right or entitlement to take their child out of school for a term time holiday. Following government guidelines, we can only grant leave for **exceptional circumstances**. Please note that unauthorised leave of absence could result in legal action and a Penalty Notice being issued.

A Penalty Notice involves a fine of £60, per parent/carer, per child if paid within 21 days, rising to £120, per parent/carer, per child if paid within 28 days. Parents/carers who fail to pay the fine will be liable to prosecution in a Magistrates Court where upon conviction, a fine of up to £2,500 or three month sentence may be served.

Please note that all unauthorised absences are monitored by the school and the Education Welfare Officer. Persistent unauthorised absence will result in the involvement of the Education Welfare Officer and possible legal proceedings.

Applications to the Headteacher for term time leave of absence will be considered individually using criteria as detailed in our Attendance policy.

Requests for leave of absence in term time will be returned to you by the Headteacher and if your request is not authorised you shall be informed of the reasons why.

I hereby request that (name of pupil) be granted leave of absence from school.

From (date) to (date) inclusive.

For the purpose of
.....

Signed

Please state relationship to child

Address

Our Mission Statement

A place where children are empowered to reach their full potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.