



Lower Park School
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Headteacher: Amelia Lomas

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head teacher and the Governing Body will determine whether the parent's reasons for requesting leave of absence in term time amount to exceptional circumstances.

FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name: _____ Year: _____

First day of absence: _____ Return to school on: _____

Please give full reason(s) for asking for leave of absence in term time

Signed: _____ (Parent/Carer) Date: _____

It is important to have read and understood the school's policy on attendance. Parents should be aware that periods of 10 unauthorised sessions for a holiday will be referred to Cheshire East and may result in a penalty notice (fine)

You will get a separate penalty notice for each child who has been absent. The fine is £60 per child for each parent/carer with [parental responsibility](#) if you pay within 21 days from the date of the notice.

For office use only

G (unauthorised holiday)

H (authorised holiday)

Signed: