



ST GEORGE'S CE Primary School

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Website: www.stgeorgescebromley.school
Headteacher: Mrs E Peyton

LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME- PLANNED

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any planned absence (holiday, event or activity) from school will disrupt your child's learning. This is something we all have a responsibility to avoid.

The Department for Education allows a Head Teacher the discretion to consider authorising planned absence in term time only in "exceptional circumstances". If you consider that you have extenuating circumstances surrounding your absence request, you will need to complete the form on the reverse of this notification, with details. A response will be sent to you as soon as possible. If the planned absence is not considered to be an extenuating circumstance, and you nevertheless take your child out of school for it, the absence will be recorded as unauthorised.

In the case of an unauthorised planned absence for 5 consecutive days or more the Educational Welfare Service will be notified and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter, if the Penalty remains unpaid this may result in legal action.

All planned absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 7 days before the start of the planned absence.

Please note that this form is for planned absence only but doesn't need to be filled out for medical appointments- where we just require proof of the appointment.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

**Mrs Peyton
Headteacher**

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A flourishing fellowship: learning together with God by our side



LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME- PLANNED

If you have to take a holiday or time off school for another activity or event in term time, please complete this form and return to the school at least 7 days before the date you wish to remove your child from school.

Pupil Name Class

Home Address

First day of absence Date of return to school

Total number of days missed

Reasons for absence

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If you are going on holiday please provide proof of flight dates and times or days taken off as illness that are immediately before or after the holiday request could be marked as unauthorised

I understand that if the absence is for at least 5 consecutive days and request is unauthorised the Education Welfare Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated

The Section below will be completed by the School Office/Assistant Head

AUTHORISED - Absence authorised for the following dates: __ / __ / __ to __ / __ / __

UNAUTHORISED

Signed Head Teacher Date __ / __ / __

Office Use:

<input type="checkbox"/> SIMS register	<input type="checkbox"/> HoS approval	<input type="checkbox"/> SIMS result	<input type="checkbox"/> Email response
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