



# ST GEORGE'S CE Primary School

Tylney Road, Bromley, Kent BR1 2RL Tel: 020 8460 4266  
e-mail: admin@st-georgesbickley.bromley.sch.uk  
Website: www.stgeorgescebromley.school  
Executive Head Teacher: Mrs G Shackleton  
Head of School: Mrs E Peyton

## LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### EXTENUATING CIRCUMSTANCES

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence 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 a holiday in term time only in "exceptional circumstances". If you consider that you have extenuating circumstances surrounding your holiday request, you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the holiday is not considered to be an extenuating circumstance, and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised.

**In the case of an unauthorised holiday 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 holiday 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 holiday.

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

Yours sincerely

**Michelle Fahey**  
Assistant Head

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## LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### EXTENUATING CIRCUMSTANCES

If you consider you have to take a holiday in term time, and that you have an extenuating circumstance, 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 .....

.....

.....

.....

*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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