



Rode Heath Primary School

Heath Avenue, Rode Heath,

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Headteacher: John Frankland

Inspiring learning; nurturing minds; achieving for life



Request for Authorised Term-time Leave of Absence

Parents and carers are advised the headteacher will not authorise any leave of absence during term time unless there are exceptional circumstances. The school will assess each request on an individual basis considering both the impact of missing school and any exceptional circumstances of which you have made us aware. The school will also take into account:-

1. The pupil's age and the stage in their education.
2. The timing of the request and length of absence.
3. The overall attendance pattern of the pupil.
(Pupils with less than 95% will not be granted leave of absence).
4. The progress of the pupil.

If a parent / carer takes their child out of school without permission being granted, this will count as an "unauthorised absence" and will be recorded as such on their registration certificate. 10 sessions (five days) or more unauthorised absence can lead to a penalty notice being issued. Each parent/carer would have to pay £60.00 per child. If this is not paid within 21 days, the payment increases to £120.00 per child, per parent. Payments will not be accepted after 28 days. After this period, you will be summons to appear before the magistrates' Court on the grounds you have failed to secure your children's regular attendance. If convicted the parent will have a criminal record and may receive a fine of up to £1000.

If, despite the information above, a parent/carer wishes to request a term-time leave of absence for exceptional circumstance please fill in the form below at least 4 weeks prior to the date of absence.

Pupil's Name: _____ Class _____

Date of Proposed Leave of Absence: From _____ To: _____

(Please state fully the reason for requesting leave of absence?)

Signed: _____ (Parent/Carer) Date: _____

For Completion by School:-

Authorised

**REGISTER
CODE**

Unauthorised

**REGISTER
CODE**

Reason for absence declined:- _____

Signed: _____ Date: _____

**Copy to: Parent
Pupil File**