



Rise Park Primary Extended Leave Request

To be completed by the Parent / Carer:

I apply for my child to be granted approval for extended leave in term time during the academic year:

Name of Pupil: Class:

Name of other siblings attending Rise Park Primary:

Name of siblings: Class:

Name of siblings: Class:

Dates of intended leave: From to

Reason for leave in term time:

.....
.....
.....
.....
.....
.....

Signed (Parent/ Carer) Date

THIS FORM SHOULD BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN 4 WEEKS BEFORE THE PROPOSED EXTENDED LEAVE. PLEASE ALLOW UP TO 5 WORKING DAYS FOR SCHOOL TO CONSIDER YOUR REQUEST.

Please note carefully:

- It is very important that children attend school regularly or their education can be badly disrupted.
- Approval should be sought BEFORE the extended leave is booked as permission may not be granted by the school if the pupils attendance record is poor.
- In accordance with the Education regulations which came into force from September 2013, leave will only be granted if there is exceptional circumstance. Holidays will not be authorised.
- If a pupil is taken out of school for extended leave without the school's approval the parent/carer may be liable for a penalty notice and the pupil could be taken off roll.
- Your child is NOT guaranteed a place back in school on return of the unauthorised extended leave.

