



# 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 15 WORKING DAYS FOR SCHOOL TO CONSIDER YOUR REQUEST.**

**Please note carefully:**

- If your request is due to exceptional circumstance please provide evidence to support your application. It is your responsibility to provide this. School will not call you to request this and your request will be declined.
- 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.

**Useful Information for Parents**

**Term – time leave**

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there is exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

**The Education (Penalty Notices) (England) Regulations 2007**

Amendments have been made to the 2007 Regulations in Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school. Parents must pay £60 if they pay within 21 days or £120 if they pay after 21 days but within 28 days.

<b>For office use only</b>	
<b>Current Year Attendance</b> ..... %	<b>Previous Year Attendance</b> .....%
Is the attendance above 95%	Yes / No
Is there an exceptional circumstance given	Yes / No
Has extended leave been grant in the last 12 months?	Yes / No
<b>Head Teachers Comments</b>	
<b>Leave Approved</b> YES / NO	
<b>Signed:</b>	<b>Date:</b>
<b>Head Teacher</b>	