



RIVER BANK PRIMARY SCHOOL
Request for leave of absence from school during term time
To be completed by the Parent/Guardian

Pupil's Name _____ Class _____

Pupil's Name _____ Class _____

Pupil's Name _____ Class _____

Pupils Name _____ Class _____

Address _____

Date of absence request from ____/____/____ To ____/____/____

Reason for leave of absence request _____

Travelling abroad? Yes/No if yes to which country? _____

1st Parent/Guardian details

2nd Parent/Guardian details

Name _____

Name _____

Address _____

Address _____

Contact number _____

Contact number _____

Parent/Guardian Signature _____ Date _____

Date request submitted to school _____

The Education (Penalty Notices) (England) Regulations 2006 came into force on 1st September 2013. This introduced new powers for Education Welfare Officers from the Local Authority to issue Penalty Notice for Unauthorised Absence, Unauthorised Lates and Unauthorised Term Time Leave from school as an alternative to prosecution. The fine is £60 per parent per child, if paid within 21 days and £120 if paid within 28 days. Please also be aware that the Local Authority do not issue more than one Penalty Notice in an academic year before prosecution takes place.

If you could please sign below to confirm you have read and understood the above statement.

Parent/Guardian Signature:

Date:

For schools use only

Current attendance % _____ Number of term days requested _____

If the child/ren have had previous term time leave, please state dates and number of days taken

Leave agreed/NOT agreed Date confirming the decision to parent _____

Reasons _____

Travelling abroad? Yes/No Country _____ Return date: ____/____/____

Proof of return date (tickets/e-mail) _____