

## Form for Request for Leave of Absence from School – Tanfield Partnership

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Burnopfield Community Primary School considers every request for holiday leave in relation to the criteria below.

### Pupil Details

Name		
Date of birth		
Ethnic Origin		
Class Group		
Address		
Sibling/s in other school and school attended	Sibling Name/s:	Year Group:
	School:	

### Request for Absence Details

Start date of requested absence		Total Number of Days
End date of requested absence		
Intended return to school date		
Reason for absence request which indicates exceptional circumstances (please continue on a separate sheet if necessary)		
Name of parent / carer (print)		
Signature		
Date		

### For School Use

Due to the changes in amendments to School Attendance Regulations, Head Teachers may not grant ANY leave of absence during term-time unless there are exceptional circumstances. From September 2015 each adult with parental responsibility will be fined £60 per child if they choose to take their child out of school for <b>more than 6 days</b> not authorised by the school (in accordance with Department for Education guidance) over a 12 week rolling period. <b>Exceptional circumstances will be extremely rare.</b>		
Absence approved?	YES	NO
Register Code to be used for this holiday	<b>(H)</b>	<b>(G)</b>
Signature of Head Teacher		
Date		

- **Register Code H** = Family holiday (agreed)
- G** = Family holiday (not agreed or days in excess)

