

St Thomas á Becket Church of England Federation

Blackboys CE Primary School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield CE Primary School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

TO BE COMPLETED BY PARENT/CARER AND RETURNED TO THE SCHOOL OFFICE

PUPIL NAME	
CLASS	
FIRST DAY OF ABSENCE	
DATE OF RETURN TO SCHOOL	
TOTAL NUMBER OF DAYS MISSED	
Exceptional circumstances are as follows:	

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

FULL NAME OF PARENT/CARER MAKING APPLICATION	
SIGNED	
DATED	

Please ensure you are giving at least 14 days' notice of the proposed absence

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TO BE COMPLETED BY THE HEADTEACHER & RETURNED TO PARENT/CARER

PUPIL NAME		CLASS	
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☐ **AUTHORISED:** Your request has been authorised for the following dates: ____ / ____ / ____ to ____ / ____ / ____

☐ **UNAUTHORISED:** Your request has been unauthorised for the following dates: ____ / ____ / ____ to ____ / ____ / ____

This means that it is not considered that the circumstances you describe are exceptional.

If you proceed to take the absence a Penalty Notice/s may be issued.

HEADTEACHER SIGNED		DATE	
OFFICE USE ONLY:			
DATE REQUEST FOR LEAVE COMMUNICATED TO PARENT/CARER			
SENT TO THE ADDRESS OF			
VIA (EMAIL/POST) & DATE			

