



**Farndon Fields**  
Primary School

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

**The school does not authorise holidays during term time.** Please note that while the school may not authorise term time absence except in exceptional circumstances, it is important that families are open and honest about their child(ren)'s whereabouts to avoid safeguarding concerns arising. You may be asked to provide evidence of your travel arrangements.

Parents / Carers should be aware that the law now enforces the position regarding holidays. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which become law on 1st September 2013, state that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. A family holiday during term time is very unlikely to fall under the category of 'exceptional circumstances'. The Parent(s) / Carer(s) of any child who has a total of 5 days absence recorded, as a result of an unauthorised family holiday, **may** be fined.

**Please could I/we request authorised absence for:**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date From: \_\_\_\_\_ Date to: \_\_\_\_\_ Number of school days: \_\_\_\_\_

Reason why this absence is required and could not take place outside of term time hours:

I / We understand that the school can only authorise term time absence in exceptional circumstances.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name and telephone number of a UK emergency contact (for the period of absence):  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Percentage attendance: \_\_\_\_\_ Date received by the office: \_\_\_\_\_

Number of days authorised: \_\_\_\_\_ Number of days unauthorised: \_\_\_\_\_

Reason:

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_