

PARENTAL REQUEST FOR ABSENCE DURING TERM TIME

Parents/Carers please note:

- The declaration must be read and signed by all persons requesting authorised leave
- Permission must be sought at least **four weeks in advance** of the intended leave date
- **Please complete Section 1 overleaf** and return the completed request to the school office, for the consideration of the Headteacher
- Only the Headteacher can authorise leave during term time
- Leave during term time will be considered in **EXCEPTIONAL CIRCUMSTANCES ONLY**
- Leave cannot be authorised retrospectively
- A letter will be issued to you confirming our decision
- If your request is declined, a copy of the letter confirming the decision will be sent to the Managers of the Attendance and Welfare Service at Sefton Council and a Fixed Penalty Notice (fine) may be issued
- Copies of all requests and letters will be kept on file for future reference

The overall decision lies with the Headteacher. **Please provide documentation of the 'exceptional circumstance' to support your request.**

Declaration:

I am aware that legislation allows only the Headteacher to authorise leave during term time and **only in exceptional circumstances**. I understand that if my application is declined and I take my daughter out of school at this time, the absences will be coded as unauthorised, which may result in a Fixed Penalty Notice or a court summons being issued against me.

☐ *Documentation in support of my/our request for authorised leave for our daughter(s) during term time in exceptional circumstances is attached.*

Signature: (parent/carer) Date:

Signature: (parent/carer) Date:

Please note where applicable both parents must sign the form. Thank you

Section 1 - Parent/Carer: Please complete and return to the school office at least 4 weeks in advance of requested absence.

I wish my daughter: (Name)..... (Form).....

To be given authorised leave from :/...../..... to:/...../..... **(inclusive)**

She will be back in school on/ /.....

Reason: (Please tick as appropriate and provide a full explanation in the space provided below)

- Exceptional Circumstances
- Club/Sporting Activity (i.e. representing County)

FAMILY HOLIDAYS WILL NOT BE AUTHORISED

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Section 2 – Greenbank High School (Attendance Office):

Current % attendance: % Unauthorised absence: Y/N If Y, no. of sessions?

Section 3 – To be completed by Examinations Officer:

Is the above named scheduled to take any examinations during the above period? Y/N

If Y above, is it possible to re-sit? Y/N Is there a charge? Y/N If Y, how much? £

Section 4 – To be completed by Greenbank High School (Attendance Office)

Letter issued to parent(s)/carer(s) on: /..... /.....

Attached to pupil's file by: (Please sign)