



Request for Leave during Term Time

It is a parent's responsibility to ensure that their children receive a full-time education. This is stated in Section 7 of the 1996 Education Act.

Should your child be absent for 10 sessions in a 10-week period, you may be issued with a Fixed Penalty Notice by Haringey Council. Parents/carers should obtain permission from the headteacher before taking a child out of school for leave during term time for any reason

This is a £80 penalty per parent, payable within 21 days, and issued as a result of your child being absent for unauthorised reasons. Should the penalty not be paid within 21 days, it will increase to £160. Should this not be paid, you may be prosecuted.

Child/ren attending a Gladesmore Community School	
Name of Student:	Tutor Group:
Name of Student:	Tutor Group:
Name of Student:	Tutor Group:
Name of Student:	Tutor Group:

Date of leaving <i>Copy of flight ticket will need to be attached</i>	
Date of first day back at school <i>Copy of flight ticket will need to be attached</i>	
Length of absence (number of school days)	
Date of request:	
Person requesting:	Relationship to Student::

Reason for requested absence in term time
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Request for Leave during Term Time

Contact details of all adults responsible for children whilst not in school

Home Address: _____

Post Code: _____

Telephone Number: _____

Email Address: _____

I confirm I am the parent with whom the student normally resides (tick)

I confirm I have included any relevant information for consideration (tick)

For School Use Only

<input type="checkbox"/>	<p>Leave of absence authorised for the dates specified above.</p> <p>Please ensure your child returns to school promptly following the absence, as failure to do so may result in being issued a FPN</p>	Signature of headteacher:	Date:
<input type="checkbox"/>	<p>Leave of absence unauthorised for the dates specified above.</p> <p>Should your child be absent on the dates specified above, these dates will be marked as unauthorised.</p> <p>This absence may result in a penalty notice being issued by the LA on behalf of the school.</p>	Signature of headteacher:	Date:
<input type="checkbox"/>	<p>Other: Leave of absence Partially approved. Some days will be authorised</p> <p>Number of days approved</p>	Signature of headteacher:	Date: