

**ST. PETER'S CROSS KEYS C of E ACADEMY**

**APPLICATION BY PARENT/CARER FOR LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

In accordance with DFE Education Regulations (2006 amended 2013), any absence during term time for family holiday can no longer be authorised.

**Any unauthorised absence over 3 days will be submitted to the Local Authority Enforcement Officer and a Penalty Notice may be issued.**

Parents are also advised that if pupil attendance falls below 90%, this may lead to the involvement of the Local Authority Targeted Support Service and the possibility of a fixed penalty notice or court summons for irregular school attendance.

In exceptional circumstances, which meet the criteria set out in the School Attendance Policy, (available on the school website or on request from the school office) **a maximum of 5 days leave only during each school year can be authorised. Leave will not be authorised during the first two weeks of any term or during national test periods in summer half term one.**

Exceptional circumstances are as follows:

- A parent or carer works for the Armed Forces, Police, Prison or Fire Service and has fixed leave.
- Serious illness of a close member of the family.

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| Coronavirus Risk Assessment requirements<br><br>Our holiday is to ..... |
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Name of pupil ..... Class .....

I wish to apply for my child to be absent from school during the following dates:-

Date of last day of school ..... Date of return to school .....

Total number of school days missed .....

Exceptional reasons for absence:-

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I make application for my child named above to have authorised absence from the school for the reasons stated.

**I understand that if leave of absence is not agreed then any absence will be treated as unauthorised, and may lead to the issue of a fixed penalty notice or a court summons for irregular school attendance.**

Name of Parent/Carer making application .....

Signed ..... Date .....