

# CHURCHFIELDS JUNIOR SCHOOL

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between those students who are frequently absent and those who go on to underachieve in examinations.

The school will only grant leave in term time in the most exceptional circumstances. Leave taken without permission of the Head Teacher will be recorded as unauthorised and you may be liable to a Penalty Notice resulting in a £60 fine per parent, per child, increasing to £120 per parent, per child if not paid within 21 days.

Extended leave may result in your child being removed from the school roll.

Name of Child.....

Class.....Date of Birth.....Phone No.....

Name of Parent/Carer.....

Address.....Post Code.....

Do you have another child at school in the Borough?

Name .....School.....Year .....

Reason for Absence.....

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Date of Absence from.....to.....(inclusive)

I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION

Parent /Carer signature.....Date.....

### TO BE COMPLETED BY SCHOOL

Leave - Authorised / Unauthorised  
Penalty Notice to be issued – YES / NO  
Copy sent to Parent / Carer – YES / NO  
Child to be removed from school roll – YES / NO

Signature of Head Teacher.....