



Forest Street, Shepshed,
Loughborough, Leics. LE12 9DA
Telephone 01509 503387

St. Botolph's CE Primary School

New day endless possibilities!



Email: office@st-botolphsprimary.org

Website: www.st-botolphs.leics.sch.uk

REQUEST FOR HOLIDAY DURING TERM TIME

Name of child:	Class:
Date of requested absence: From: To:	
<p><u>PLEASE NOTE:</u></p> <ul style="list-style-type: none"> Since 1st September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances. All requests are discussed with the Governors and our Education Welfare Officer. As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Head Teacher not approve your request for absence and you disregard their decision. Penalty Notices stand at £60, per parent per child, if paid within 21 days of the Penalty Notice being issued, rising to £120 per parent, per child, if paid after 21 days but before the 28th day. If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and fine of up to £1000. You must submit requests for leave of absence at least <u>two weeks</u> prior to the first day your child will be absent. If you have a child who attends a <u>different school</u>, please provide their details below: 	
Childs name:	School:
Please indicate the exceptional circumstances as to why this holiday could not take place in the course of the normal school holiday pattern:	
<small>Please continue overleaf if necessary</small>	
Signed:	Parent/Carer/Legal Guardian
	Date:
<i>For Office Use only</i> Approved/Not approved (delete as appropriate)	
Signed:	Head Teacher
	Chair of Governors