

Parlaunt Park

Nursery and Primary School

Kennett Road · Langley · Slough

Berkshire · SL3 8EQ

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Facsimile ~ 01753 670127

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Holiday Leave

Unfortunately, due to Slough Borough Councils recommendations we are not permitted to authorise any leave other than for reasons deemed as exceptional circumstances. The Head Teacher will consider your request and decide if your situation is what she feels to be exceptional circumstances. If your request is accepted you will only be granted up to 5 days agreed holiday.

Before making any decision the Head teacher will:

- establish why such leave is necessary
- consider the child's attendance history and previous requests for time away from school
- his or her progress at school

If your request is refused and you still decide to take your child out of school their absence will be recorded as un-authorised in the register. I must also warn you that any un-authorised absence of 5 days and over could result in a fine from Slough Borough Council. The penalty for un-authorised absence is £120 if paid within 28 days, reduced to £60 if paid within 21 days. The fine is per parent, per child.

Continuous un-authorised absence over 20 days will result in your child being taken off roll and you will need to re-apply for your school place.

Yours sincerely

Nicky York
Acting Head Teacher

SLEUGH BOROUGH COUNCIL

Request for leave of absence from school on ANNUAL HOLIDAY during term

To the Head Teacher, Parlaunt Park Primary School

I hereby request that leave of absence be granted to _____(name of pupil)

from _____ to _____ to enable him/her to take an annual family holiday

PLEASE SPECIFY IF LEAVE OF ABSENCE IS REQUESTED FOR ANY OTHER REASON

Child's class

Signed _____

Date _____

Notes:

1. This form is to be completed and forwarded to the Head Teacher of the school attended by the pupil before the period of absence.
2. The Education (Schools and Further Education) Regulations 1981, Regulation 12, states as follows:
 - I. In pursuance of arrangements made by the Governing Body of a school, on application made by the parent or other person having charge of a pupil he may be granted leave of absence from the school to enable him to partake of an annual family holiday or to go away on an annual holiday.
 - II. Save in exceptional circumstances a pupil shall not in pursuance of this Regulation be granted more than 2 weeks leave of absence in any year.

Please note we will only contact you if the Leave of absence has been refused.

OFFICE USE ONLY

Leave of absence granted **P** Leave of absence refused **P** (*unauthorised absence*)

Signed _____ **Head Teacher**

Date _____