



Mrs Louise Lavelle - Head Teacher
Mrs Joanne Wise - Deputy Head Teacher

Arisaig, Ouston, Chester-le-Street, Co Durham, DH2 1RQ
Telephone/Fax: 0191 410 2599 Email: info@oustonprimary.org.uk
Web Site: www.oustonprimary.org.uk

Date:

Leave of Absence during Term Time Applications

Leave of Absence Application Form:

Please find attached an application form for leave of absence during term time. You should complete all sections clearly ensuring you state the reason for absence request and any supporting evidence that may help in the decision process. Please also ensure the form is signed by each person with parental responsibility.

Leave of Absence Regulations:

When making an application for leave of absence during term time, please be aware that from 1st September 2013, Head Teachers are not able to grant any leave of absence during term time **unless there are exceptional circumstances**.
Please note the information overleaf.

The application form attached asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.'

Leave of Absence Authorisation:

Following the submission of your application, you will be notified as soon as possible of the School's decision. Please note that leave of absence authorisation is entirely at the Head Teacher's discretion, and if authorisation is granted, the number of days to be authorised will also be determined by the Head Teacher.

Parents / carers should be aware that if your requested leave of absence is not authorised, but you still take the child out of school, or you keep your child away from school for a longer time than agreed / authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution. Fixed Penalty Notices will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences - please see further information with regards to Fixed Penalty Notices for irregular attendance at school on the back of this letter.

Please Note - The DFE have stated that generally they do not consider the need or desire for a holiday or other absence for leisure or recreation to be an exceptional circumstance.

Yours Sincerely,

Mrs L Lavelle
[Head Teacher]



The contents of this letter are confidential and are intended solely for the addressee.



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