



Eccleston Mere Primary School  
 Saleswood Avenue, St.Helens, WA10 5NX  
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 Headteacher: Mr. R Muqan

**Application for Leave of Absence during term time**

From September 2013, the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**. Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application.

Evidence may include a letter from an employer, or in the case of Armed Forces or Emergency Services a Superior Officer. The Headteacher will then consider authorising/unauthorising the absence.

**Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time. Penalty Notices are issued per parent per child.**

**Further information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at GOV.UK.**

Name of pupils(s)	Year Group
1:	
2:	
3:	

Name of parent/carer	
1: Name: Address:   Telephone No:	2: Name: Address:   Telephone No:

Date of leave of absence	
From:	To:
Total number of days:	

**Please list your reasons including any exceptional circumstances for removing your child/children from school during term time.** Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

**Signed** ..... **Date** .....

**For office use only:**

Parent Contract? <b>Y/N</b>	% attendance %	Headteacher auth/unauth	Letter sent	Attendance Lead informed	SIMs updated
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