



## St Peter's C.E. Academy

### Application for Absence from School – Extended Leave

It is a legal requirement for parents/carers to obtain the permission of the Principal before removing their child from school during term time. St Peter's CE Academy cannot authorise term time absence other than in exceptional circumstances. Parents do not have the automatic right to take their children out of school during term time and may be issued with a penalty notice (£60 per parent per child) if they do so without the prior arrangement of the Principal. Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and in advance of the proposed leave. Upon receipt of the request the Principal will decide whether to authorise the absence, being mindful of the government regulations and guidance. The law only allows the Principal to grant leave in **exceptional circumstances**. By definition, special or exceptional trips should not occur regularly. Therefore, requests should not be on an annual basis.

For leave of 5 more consecutive school days in duration, or when the school has concerns about the leave requested, the Principal or their representative may meet with you to discuss your application.

#### Parents Section (please attach additional sheets if necessary)

Surname of child	<input type="text"/>	First name of child	<input type="text"/>
Date of birth	<input type="text"/>	Any siblings applying for leave	<input type="text"/>
Surname of parent or carer	<input type="text"/>	Relationship to child	<input type="text"/>
Home address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone number	<input type="text"/>
Please state why leave must be taken during term time instead of during school holiday periods	<input type="text"/>		

Mountbatten Way  
Raunds  
Northamptonshire  
NN9 6PA

Principal  
Tel  
Email

Mark Currell  
01933 622400  
enquiries@stpetersschoolraunds.co.uk

Length of absence	<input type="text"/>	Destination	<input type="text"/>
Date of departure	<input type="text"/>	Date of return to school	<input type="text"/>
Parent/ carer signature	<input type="text"/>	Date of application	<input type="text"/>

**School Section**

Date application received

Parent/carers meeting date (if applicable)

Arbor Ethnicity Code

Child's gender

Male	Female
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Leave request approved

Yes	No
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Parents/carers informed of potential consequences of taking unauthorised leave?

Yes	No
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Is leave 5 or more consecutive days?

Yes	No
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Reason(s) for decision

Number of previous applications

Principal's signature  
or nominated representative

Date

Please return a copy of this form to the parent/carers after consideration. In case where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.

