EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
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REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

FOR COMPLETION BY PARENT/CARER:

You have requested the school's permission for leave of absence during term time. Before such authorisation is given, please complete the form below and return to Miss Harvey.

From the 19th August 2024, the new legislation does not give any entitlement to parents to take their child on holiday during term time. Any application for leave of absence must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Pupil's Name: ..... **Form:** .....

Date of Proposed Absence:
First day: ..... **Last day:** .....

Detailed Reason for the absence from school in term time:

_____

_____

Signed: ..... (Parent/Carer) **Date:** .....

Taking your child on holiday without the school's authorisation may result in the local authority issuing a fixed penalty notice to each parent/carer for each child for whom the holiday request has been refused. Please find further details regarding fixed penalties on the school website.

FOR COMPLETION BY SCHOOL:

Unauthorised (Code G): Register completed

Authorised (Code C): Register completed

Reason declined: .....

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

Mr M James
Head of School