



# EARL STERNDALE CE PRIMARY SCHOOL

EARL STERNDALE  
BUXTON  
DERBYSHIRE  
SK17 0BS  
Headteacher: Mr D Holden

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Dear Parents,

## **Term Time Holiday Leave**

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday / leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Please see attached Leave of Absence Request Form which must be completed and returned to the school office as soon as possible. All requests will be considered on their merits, although some requests may be referred to the Governing Body for approval.

If you have any queries, please do not hesitate to contact us.

Yours faithfully,

Mr D Holden

**LEAVE OF ABSENCE REQUEST FORM**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) ..... Year Group .....  
..... Year Group .....  
..... Year Group .....

Child's Address .....  
.....

Name of Applicant(s) and Address (if different).....  
.....  
.....

**I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.**

From..... To.....

Total number of days our child(ren) will be absent from school .....

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary.

Signed (both parents if applicable) ..... Date .....

.....  
**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**