

Park End Primary School

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Overdale Road
Park End
Middlesbrough
TS3 0AA

Headteacher: Julia Rodwell
Deputy Headteacher: Sharon Armes

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The Education (Pupil Registration) (England) Regulations 2006 (as amended) sets out the law in respect of leave of absence for a pupil during term time.

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. All requests for holidays are therefore recorded as an unauthorised absence on the school register.

Taking your child out of school during term time for a holiday will affect their attendance rate at school and this can have a detrimental impact on their progress in school. The attendance target for children attending Park End School is 97% or above. If your child's attendance rate falls below 90% and there is no sign of improvement the school will seek support and advice from the Local Authority Education Welfare Service. This could result in a fine.

I wish for my Son/Daughter to take time off school during term time. I understand that this will result in him/her missing part of their education.

Name of child Class

First day of absence Last day of absence

Date of return to school Total number of school days missed

Please give your reason for requesting leave of absence in term time

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Destination

Adult accompanying child

Signed (Parent) Date

Office use only

Office:

Headteacher Aware:

