

Gilbert Colvin Primary School

Strafford Avenue

Clayhall

Ilford

Essex

IG5 0TL

Tel: 020 8550 4630

Email:

admin.gilbertcolvin@redbridge.gov.uk



Request for Leave of Absence during Term Time

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absence as a very serious concern and it is a proven fact there is a clear link between poor attendance at school and lower academic achievement (Department for Education (DfE), 2012).

The DfE (2013) state that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence will be requested. Request for leave during term time must be applied for in advance. Leave taken without the permission of the Headteacher will be recorded as unauthorised and you may be liable to a Penalty Notice fine of £120 per parent, per child (£60 per parent, per child if paid within 21 days). The fines will be issued by Redbridge Education Welfare Service.

| Pupils full name | Date of Birth | Class |
|---|---------------|-------|
| 1..... | | |
| 2..... | | |
| 3..... | | |
| Parents full name | | |
| Mother.....tel..... | | |
| Father.....tel..... | | |
| Full address | | |
| | | |
| | | |
| Reason for absence | | |
| | | |
| | | |
| | | |
| | | |
| Date of absence | | |
| From..... to..... Total..... days | | |
| Parent Signature | Date | |
| <i>I have read and understood the above information</i> | | |

To be completed by school

Copies of travel arrangements seen: Yes / No

Penalty Notice to be requested: Yes / No

Leave to be: Authorised / Unauthorised

Signature of Headteacher: Date:

