

GORSE COVERT PRIMARY SCHOOL
Notification of planned absence during term time

Name

Class Teacher

Dates of absence period

No of school days taken

Reason for absence needed to be taken in term time
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Education Regulations state that the Headteacher may **not** authorise any leave of absence unless there are exceptional circumstances. www.education.gov.uk

Holidays in term time will not be authorised unless there are exceptional circumstances. The Birchwood cluster of schools has a defined list of what would be considered **exceptional circumstances**. Absence requests that do not meet this criteria will not be authorised.

Please note that if a child has attendance of less than 90% (equating to 19 days absence over a full year) our Educational Welfare Officer will contact you regarding poor attendance. Unauthorised holidays will be used as evidence in any legal proceedings, which could result in a fine of up to £1000.

Signed parent / guardian