



# HIGHFIELDS PRIMARY SCHOOL

*Succeed beyond the expected*

Pluto Close, Leicester LE2 0UU

0116 253 1382

[office@highfields-pri.leicester.sch.uk](mailto:office@highfields-pri.leicester.sch.uk)

[www.highfields.pri.leicester.sch.uk](http://www.highfields.pri.leicester.sch.uk)

HEADTEACHER

Mr Errol Rowe

DEPUTY

HEADTEACHERS

Mrs Monika Singala

Mrs Jamila Vanzaria

## Application for Extended Absence

An **application form for extended absence must be completed for all term time leave**. At Highfields Primary School we are unable to authorise any term time leave of absence for a child regardless of attendance. The Head teacher is only able to authorise the absence in **very exceptional circumstances**. If your child has unauthorised leave you will either be issued with a PENTALTY NOTICE of **£120 per child per parent** (discounted to £60 per parent per child if paid within 21 days) or your case will be referred by the **Local Authority directly to the Magistrates' Court**.

May we remind families that they are expected to use the **13 weeks school holiday** closure during the year for the purposes of family holidays, family weddings, visits to relatives or travelling abroad for medical treatment. These are not considered as exceptional circumstances.

Name of Child(ren) ..... Teacher .....	
Name of Child(ren) ..... Teacher .....	
Name of Child(ren) ..... Teacher .....	
First day of absence:	Return date to school:
Please state your <b>destination</b> .....	
State reason for request <b>as fully as possible</b> :	
Address at destination.....	
.....	
<b>Name and Address of emergency contact:</b>	
Name .....	
Address .....	
..... Postcode .....	
Telephone number ..... Mobile .....	

It is understood that if absence is taken without authorisation:

- Your child may be removed from the school roll resulting in you having to reapply for a school place. There will be **no guarantee that a place will be available at a school of your choice**.
- A PENTALTY NOTICE of **£120 per child per parent** (discounted to £60 per parent per child if paid within 21 days) will be issued. Or your case will be referred by the **Local Authority directly to the Magistrates' Court**.

**I confirm that I have read and understood the information regarding the consideration of any request.**

Parent Signature ..... Date .....

Print Name .....

Home Address.....

..... Postcode .....

For School Use Only:

Name of Child(ren) ..... Teacher .....

Name of Child(ren) ..... Teacher .....

Name of Child(ren) ..... Teacher .....

Dates of proposed extended absence from ..... to .....

Number of school days .....

Date and time of application meeting with Mrs. Ridgewell .....

Any exceptional circumstance to consider? Evidence seen?

Extended Absence authorised Yes / No Signed ..... (School)

Fixed penalty notice to be issued Yes / No

It is understood that if absence is taken without authorisation:

- Your child may be removed from the school roll resulting in you having to reapply for a school place. There will be **no guarantee that a place will be available at a school of your choice.**
- A PENALTY NOTICE of **£120 per child per parent** (discounted to £60 per parent per child if paid within 21 days) will be issued. Or your case will be referred by the **Local Authority directly to the Magistrates' Court.**

Travel documents provided and a copy retained