



London Borough of Havering  
**ENGAYNE PRIMARY SCHOOL**

Mrs S Sankey: Headteacher  
01708 223492

**LEAVE OF ABSENCE**

Taking children out of school during term time has a detrimental effect on their learning and school relationships and leave should only be requested in exceptional circumstances. (See the letter overleaf from our Local Authority).

**Please note: We cannot authorise holidays in term time.**

I wish to apply for permission for my child to be absent from school

From.....to.....(inclusive)

Leave already taken .....days.

I am requesting this leave of absence because

.....  
.....  
.....  
.....

Child's name ..... Class.....

Signed ..... Date.....

Application approved..... Date.....

Application disallowed ..... Date.....

(Please complete in duplicate for each child and return both copies to school)



**Havering**  
LONDON BOROUGH

London Borough of Havering  
Social Care and Learning  
Pupil Services

School Support & Pupil Services  
9<sup>th</sup> Floor Mercury House  
Mercury Gardens  
Romford RM1 3SL

Telephone: 01708 431777  
Fax: 01708 434284  
Date: September 2012

Dear Parent / Carer,

**RE: Holidays During Term Time**

During the last academic year the number of holidays taken during term time has dramatically increased.

I must advise you that the Local Authority may consider issuing parents who take children on term time holidays with a Penalty Notice.

The Penalty Notice will be issued in line with the Local Code of Conduct section 11 that states that a Penalty Notice may be issued:

*'Where a parent has taken the pupil on holiday during term-time without the school's authorisation or (in cases where the school has authorised absence for a holiday) has failed to return the pupil to school on the date agreed with the school.'*

The Penalty Notice is a £60 fine per parent, per child, rising to £120 if unpaid after 28 days.

It is the Local Authorities opinion that unauthorised holidays will not be accepted. As you are aware you are required to request your holiday leave by completing a leave of absence form which is available from the school office.

Your request will then be looked into by the Deputy Head Teacher and if it is felt that the request falls under the category of 'exceptional circumstances' then the request will be granted. We understand that holidays are cheaper out of term time but this does not come under 'exceptional circumstances.'

If your request is not granted then your child's absence will be recorded as unauthorised and you may be issued with a Penalty Notice.

Yours sincerely,

Sue Steward  
Attendance & Inclusions Manager