



**Rosh Pinah
Primary School**
Founded 1956

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Hon Principal
 Rabbi YY Schochet MA
Head Teacher
 Mr A Wolfson B.Ed(Hons), MA, M.Ed, NPQH

APPLICATION FOR SPECIAL LEAVE OF ABSENCE

As a parent/carer you should fill in this form if you wish to take your child out of school during term-time in the case of an emergency. Please note that family holidays during term time will not be authorised, unless there are exceptional circumstances involved.

You should be aware that if the Headteacher approves this absence, your child will be expected to return on the date specified on the form. Failure to do this will result in any extra time being recorded as unauthorised absence. It is possible in certain circumstances that your child could be removed from the school role.

If you take your child on holiday without authorisation, or if your child does not return by the agreed date, the Local Authority has the power to issue each parent with separate Fixed-penalty Notices, for each child taken out of school. Penalty Notices require payment of £100, reduced to £50 if paid within 28 days. Failure to pay within 42 days will lead to prosecution in the Magistrates Court under The Education Act 1996 section 444 for the nonattendance of the child. There is no right of appeal against a Fixed-penalty Notice.

I request that (Child Name; Class) _____ be granted special leave of absence from ___/___/___ to ___/___/___.

My child will return to school on ___/___/___ (please insert dates).

Reason for request:

My child will access education during the visit Yes/No (Please circle)

If you have circled 'Yes' please provided details below:

Signature of Parent/Carer _____ Date: _____

For Office Use Only

Leave approved/Leave refused (delete as appropriate)

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(Signature of Head Teacher/Deputy or Assistant Head Teacher)

Date.....