



Chestnuts Primary School

'Encourage, Enable, Empower'

Tel: 01908 373748
 email: office@chestnuts.milton-keynes.sch.uk
 www.chestnutsprimaryschool.co.uk

Headteacher: Miss Becky Skillings
 Deputy Headteacher: Mrs Katie Robins
 Assistant Headteachers: Mrs Sam Sear & Mrs Nicola Tearle

LEAVE OF ABSENCE REQUEST					
Name of child/ren:		Class/es:			
Name of parent/carer requesting absence:					
Address:					
Telephone no:					
Start date:		End date:		Total number of school days:	
Reason for request:					

From September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.
 Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must be made to the school **4 weeks in advance**, as the DfE have told schools that they cannot authorise any absences after they have been taken.
 Parents may receive a penalty notice if their child is absent from school without permission. From September 2013 the cost of these notices will be £60 per child, per parent if paid within 21 days and £120 if paid within 28 days.

I have read and understood the above:

Signed:		Signed:	
	(parent/carer)		(parent/carer)
Date:			

Dear parents/carers of _____ I am able/unable to grant authorisation for the leave of absence you requested for your child/ren on the above dates. Should you take your child/ren out of school this will be coded as authorised/unauthorised leave.
 Sincerely

Becky Skillings
 Headteacher



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 Apollo Avenue Fairfields, Milton Keynes MK11 4BA. The company number is 07698904 and is registered in England.