



**NAVIGATION PRIMARY SCHOOL**  
**LEAVE OF ABSENCE DURING TERM TIME REQUEST**

Name of Pupil/s: \_\_\_\_\_

Pupil/s' class \_\_\_\_\_ DOB/s: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I wish to apply for leave of absence for my child for the purpose of : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please state the exceptional circumstances – please refer to the School Attendance and Punctuality Policy if necessary [ [www.navigationprimary.com](http://www.navigationprimary.com) ]. Please note additional information may be requested and, in addition, your child's attendance record will be taken into consideration.

First day and date of absence: \_\_\_\_\_ returning to school on \_\_\_\_\_

Number of days absence from school: \_\_\_\_\_

*The Department for Education announced important amendments to legislation surrounding holidays in term time. Since 1st September 2013 head teachers may not grant any leave of absence during term time unless there are exceptional circumstances and there is no entitlement to parents to take their child on holiday during term time. The head teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.*

*Low-cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstances. The head teacher will determine the number of school days a child can be away from school, if the leave is granted in accordance with arrangements made by the school's governing body*

**Parents may receive a Penalty Notice from Trafford for taking their child on holiday during term time without authorisation from the school.**

**From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This rate is in line with inflation and is the first increase since 2013.**

*In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.*

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

**Authorised** for exceptional circumstances: \_\_\_\_\_ Headteacher

**Unauthorised** : \_\_\_\_\_ Headteacher

Percentage Attendance to Date: \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ %

