



**QUEEN BOUDICA**  
PRIMARY SCHOOL

Queen Boudica Primary School  
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Head Teacher - Ms Clare Woodward

## APPLICATION FOR TERM TIME LEAVE OF ABSENCE

### Please read carefully before completing request.

Leave of absence may only be granted by a person authorised in that behalf by the proprietor (head teacher) of the school. As from 1st September 2013, the Education (Pupil Registration England Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

**Term times are for education. This is the priority. Children and families have 175 days off school, including weekends and school holidays, to spend time together. Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.**

The principal criteria for all penalty notices is: 10 unauthorised absences (5 days)  
Schools must apply within two weeks of the day the pupil returns from the holiday.

No additional criteria for the issuing of penalty notices will be required. Therefore, If the absence is not authorised and the holiday is taken, the case will be referred to the Missing Education and Child Employment Service (either by the school directly or Attendance Solutions Essex) who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

### For Internal Use

YTD % .....

Authorised

Unauthorised

Notes:

Letter Issued to:-

P1

P2

Recorded in OD

Recorded on SIMS

**Penalty Notice  
Submission Date**

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### Please complete one application per child.

Name of Pupil:	DOB:
Class Name:	Year Group:
First Day of Absence:	Last Day of Absence:
Total Number of Days Requested: (NB: each day equals 2 sessions)	
Reason for Request:	
<p><b>Important:</b> You must outline below, or on an attached letter, the 'exceptional circumstances' for which a leave of absence is being applied for. You, by submitting this application, acknowledge that it is entirely the decision of the Head Teacher whether or not the reason provided constitutes an exceptional circumstance and acknowledge your understanding that failure to provide this detail/letter will result in this application not being considered.</p>	

Signed:  
Relationship to Child:

Print Name:  
Dated:



love learning  
care for everyone  
aim high