



**ST. JOHN'S C.E PRIMARY SCHOOL  
APPLICATION FOR SPECIAL LEAVE**

Parents and carers should complete this form when requesting permission for your child to be absent during term time. Please refer to the guidance regarding attendance which is published on the school website ([www.stjohnsn11.barnet.sch.uk](http://www.stjohnsn11.barnet.sch.uk)) on the 'General Information' page.

The head teacher may need to discuss your request with you. The head teacher can only authorise an absence in exceptional circumstances. Parents and carers will be informed of the head teacher's decision to grant or refuse leave as soon as possible. If a request is not granted and you remove your child from school, the absence will be unauthorised and reported to the Education Welfare Officer from the London Borough of Barnet unless a valid reason is given and accepted by the head teacher.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence.

Family holidays will not be approved during term time and schools cannot authorise absence on the grounds of cost. If you take your child on holiday without authorisation, the local authority has the power to issue a Fixed Penalty Notice (PCN). Failure to pay a 'PCN' can result in a criminal record and a fine of up to £1000.

It is every parent and carer's responsibility to ensure that their child is in school. All patterns of attendance are carefully monitored and the school works closely with the Education Welfare Officer (EWO) to facilitate good patterns of attendance.

Graham Gunn  
Head Teacher

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**FOR THE ATTENTION OF THE HEAD TEACHER**

I request that .....year..... be granted special leave of absence.

From .....to ..... (first to last day of absence)

Reason:

Signature of parent / carer

date.....

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***TO THE PARENT / CARER OF*** .....

Permission is GRANTED / NOT GRANTED for ..... to be absent from school.

From .....to ..... (first to last day of absence)

Signed.....

Dated.....