



Histon & Impington Infant School
New School Road
Histon
Cambridge CB24 9LL
Tel. 01223 568826 Fax. 01223 568827



e.mail: office@histonimpington-inf.cambs.sch.uk
Headteacher: Mr J Newman

Request for Exceptional Leave of Absence

Please complete this form and return it to the school office giving as much notice as possible. Holidays in term time will not be authorised by the school. If you choose to take a child on holiday during term time, it will be recorded as 'unauthorised absence' in the register. Please read the 'Notes to Parents/Carers' on the reverse of this form.

To be completed by the parent or carer:	
Name of child:	Class:
Date of first day of absence:	Date of last day of absence:
Total number of days:	
Reason for absence, please give as much detail as possible:	
Please state if your child has a sibling currently at Histon & Impington Junior School:	
Name of parent/carers:	Date:

IMPORTANT: PLEASE READ THE INFORMATION BELOW CAREFULLY

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child's/children's attendance being satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a *Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine. *Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.

Histon and Impington Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

