



St Luke's CE Primary School
Queen's Park Road, Heywood, Lancs, OL10 4XB

Telephone: 01706 369443
Web: www.stlukesce.co.uk
Email: office@stlukesceprimary.co.uk
Head teacher: Mrs K Farrall

Out of School Request Form

Please be aware if you decide to take your child/children out of school when the absence is not authorised, you may face legal action under Section 23 of the Anti-Social Behaviour Act 2003. This is in accordance with Rochdale Local Authority's policy on Holiday's in Term Time and their Education Penalty Notice Protocol.

Penalty Notices are issued per parent per child at £60 each if paid within 21 days or £120 within 28 days. Failure to pay a Penalty Notice will result in the Local Authority taking legal action against you under Section 444 (1) of the Education Act 1996. The maximum penalty for this offence is a fine of up to £1000 per parent per child.

Therefore, please ensure that your child/children continue to attend school regularly and punctually.

Name of Pupil:

Year group: Class:

First day out of school on: DD/MM/YYYY Last day out of school: DD/MM/YYYY

My child will return to school on: DD/MM/YYYY

Total number of days:

NB MORNINGS OR AFTERNOONS COUNT AS HALF DAYS – PLEASE SPECIFY WHETHER AM OR PM

The welfare of your child's education is our priority. Please outline below the reasons for your request, outlining any benefit you think your child may gain from this activity if appropriate.

YOU SHOULD PROVIDE AS MUCH DOCUMENTARY EVIDENCE AS POSSIBLE, SUCH AS A PHOTOCOPY OR AN APPOINTMENT LETTER, INVITATION OR ORDER OF SERVICE PARTICULARLY IF YOU WISH IT TO BE AUTHORISED AS AN EXCEPTIONAL CIRCUMSTANCE.

Reason for request:

PLEASE ATTACH YOUR SUPPORTING DOCUMENTATION.

I understand that unauthorised absence from school may lead to a fixed penalty notice.

Parent/Guardian _____ (Signature)

Name in BLOCK CAPITALS: _____ Date: DD/MM/YYYY