



All Saints Church of England Primary School

Tel: 01530 832608 Fax: 01530 813675

Website: www.allsaints-coalville.leics.sch.uk

Email: office@allsaints-coalville.leics.sch.uk

Chair of Governors: Gavin Brown

Headteacher: Andy Mawdsley

Deputy Headteacher: Tom Coleman

GRANT FOR LEAVE IN EXCEPTIONAL CIRCUMSTANCES APPLICATION FORM

Name of Child:	Class:
Date of Leave requested from:	Date back at school:
Destination:	
Does this destination currently have a quarantine period?	
Please note: <ul style="list-style-type: none">• Governors and Headteachers do not have a discretionary power to grant leave of absence.• In exceptional circumstances, 5 days may be authorised.• Any leave taken without prior consultation with the school will be marked as an unauthorised absence.• If you choose to take term time leave I must inform you that Leicestershire County Council will be advised of this matter and may issue a Penalty Notice.• Fines are issued per parent per child at £120 each (discounted to £60 if paid within 21 days). Failure to pay within 28 days of the fines being issued may result in parents facing legal action under Section 444 of the Education Act 1996.• All payments are made directly to Leicestershire County Council.	
Please indicate the reasons why this leave of absence is being applied for.	
Signed:	(Parent/Carer) Date:

FOR OFFICIAL USE ONLY

Leave Authorised: YES / NO

Signed: Headteacher

Date:



All Saints CE Primary School, Ashby Road, Coalville, Leics, LE67 3LB

