

**HIGH LANE PRIMARY SCHOOL**Andrew Lane, High Lane,  
Stockport, Cheshire SK6 8JQ

Headteacher Mrs Alison Humphries BA (ED) Hons



Tel: 01663 762378

**Web:** [www.highlane.stockport.sch.uk](http://www.highlane.stockport.sch.uk)  
**Email:** [headteacher@highlane.stockport.sch.uk](mailto:headteacher@highlane.stockport.sch.uk)**HIGH LANE PRIMARY SCHOOL****Application for Absence in Term Time**

Attendance at school is one of the most influential factors that determine whether or not a child meets their full potential. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. For more details, see the school Term-time Holiday Policy and the guidance on the website.

This form should be completed and submitted to Mrs Humphries at least four weeks of the start of the proposed absence. Separate forms should be completed for each child if you have more than one. You will be informed by letter of the outcome as soon as possible after the request is made.

Parents and carers are reminded that term time holidays taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £60 per parent per child.

Name of child:	
Class:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Number of days requested	
Reasons for request:	

Signed \_\_\_\_\_

Dated \_\_\_\_\_