



Request for Leave during Term Time

TO BE COMPLETED BY THE PARENT(S)/CARER(S)

A Request for Leave during Term Time form must be completed and returned to the School Office if you intend to take your child(ren) out of school during term time. This should be completed prior to any absence.

Pupil			
Name			
Date of Birth			
Year			
Class/Form			
First date of absence			
Last date of absence			
Parents – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.			
Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Accompanying child during the leave of absence	Yes / No	Accompanying child during the leave of absence	Yes / No
Signature		Signature	
Printed name		Printed name	
Date		Date	

To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination).

The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required)

Our records will reflect that you will still proceed with this absence on an unauthorised basis, however, should you decide not to take your child out of school at this time, please let us know as soon as possible.

Reasons for request:

Information for parents/carers

- *'Improving attendance is everyone's business'*, and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is increasing to £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1st September 2024) the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.
- The law clearly expects Headteachers to enforce these penalties strictly.
- Parents/carers **do not** have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.
- Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.
- If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.



Request for Leave during Term Time

TO BE COMPLETED BY THE HEADTEACHER

Pupil Name	
Date of Birth	
First date of absence	
Last date of absence	

<input type="checkbox"/>	Leave of absence authorised for the dates specified above. Please ensure your child returns to school promptly following the absence, as failure to do so may result in their removal from the school roll.	Signature of headteacher:	Date:
<input type="checkbox"/>	Leave of absence unauthorised for the dates specified above. Should your child be absent on the dates specified above, these dates will be marked as unauthorised. This absence may result in a penalty notice being issued by the LA on behalf of the school.	Signature of headteacher:	Date:
<input type="checkbox"/>	Other:	Signature of headteacher:	Date:

Parents – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.

Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Confirmation letter sent to parent	Yes / No	Confirmation letter sent to parent	Yes / No
Date sent		Date sent	

Information for parents/carers

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