

Request for Leave of Absence in Term Time

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil Information:	
Child 1 Name:	Class:
Child 2 Name:	Class:
Child 3 Name:	Class:
Child 4 Name:	Class:

Details of Absence:		
Last Day to Attend School:	First Day to Attend School:	No. of School Days Requested:
Please give full reason(s) for asking for leave of absence in term time: <hr/> <hr/> <hr/> <hr/>		
Name:	Signed:	Date:

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head of School and the Governing Body will determine what the exceptional circumstances are.

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TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for Unauthorised Absence		
Timeline	One Child	Two Children
Paid Within 21 Days	£80 per parent	£80 per child = £160 per parent
After 21 Days and Before 28 Days	£160 per parent	£160 per child = £320 per parent
After 28 Days	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

FOR STAFF USE ONLY:

Authorised (*register code C*)

Unauthorised (*register code G*)

Reason Declined

Holiday

Other

Signed: _____ Date: _____