



Headteacher: Mr Kevin Day BA(hons) NPQH

Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Therefore arrangements need to be made for individual children to catch up. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the absence is not considered to be an exceptional circumstance it will not be agreed. Nevertheless, if you take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

In the case of an unauthorised leave of absence the head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days. If paid between 21 and 28 days this increases to £120. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least 10 school days before the start of the absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

K. Day

Kevin Day
Head Teacher

“To always be the best we can be”



Parents/Carers - Please return this request form to the Admin Office



PUPIL LEAVE OF ABSENCE - IN EXCEPTIONAL CIRCUMSTANCES

Request form

Name of child			
DATES REQUESTED – <i>FROM</i> (Insert first date of absence):		DATES REQUESTED – <i>TO</i> (Insert last date of absence):	
TOTAL NUMBER OF SCHOOL DAYS:			
I request leave of absence for the above-named child due to the following exceptional circumstance(s): -			
If holiday request, please state destination:			
Accompanying adults & their relationship to child:			
To counteract any missed teaching and learning, my child will: -			
Is there anything else that you feel would enhance the above? -			
I/we understand <ul style="list-style-type: none">• If we do not provide sufficient information the school can decline this request.• <i>If the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to <u>each</u> parent for <u>each</u> child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.</i> I/we confirm that all parent/carers that have parental responsibility are aware of this request.			
Signed (Parent/carer):			