



## Request for Leave during Term Time

*Parents/Carers are kindly requested to read the attached guidance notes before completing this form*



I would like to request that leave of absence from school during term time be considered:

**My Child's Full Name:** ..... **Year:** .....

**For the Period:** From: ..... To: .....

The **exceptional** circumstances and reason for this request are:-

*(Please attach any supporting evidence)*

I have a child / children in other schools as follows:

Name..... School.....

Name..... School.....

Name..... School.....

Signature of 1 <sup>st</sup> parent/carer	2nd Signature <i>(this is required by the second parent/carer/step-parent who will be accompanying the child on this leave)</i>
Relationship to child:	Relationship to child:
Print Name:	Print Name:
Date:	Date:

**Please complete and return this form to the school office. The Headteacher will then write to you and confirm whether the request has been authorised or not.**

### For Office Use Only

Current Attendance .....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time ..... (this academic year)

**AGREED**

**Request for leave is agreed / not agreed for the above pupil to take during term time between the above dates.**

**NOT AGREED**

Rationale to decline request: .....

Signed: .....Headteacher Date:.....

Notification of decision: Date letter sent to parent/carer: .....



## Guidance Notes for Parents/Carers Requesting Leave during Term Time



*These notes have been produced using guidance issued by Staffordshire County Council*

1. Parents/Carers who would like the school to consider granting leave of absence in term time should read these notes carefully, complete the request form and send it to the Headteacher. The form should also be signed by the parent/carer/step-parent who is accompanying the child on leave. The form should be sent to the Headteacher in sufficient time for a request to be considered well before the desired period of absence. Parents/Carers are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. The Headteacher cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers/Principals now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. The school, along with Staffordshire County Council understands the challenges that some parents/carers face when booking holidays particularly during school holidays. However, we believe that in order to ensure children receive the best education and prospects that they should be in school during term time.
5. Each case will be considered individually and on its own merits. In considering a request, the school will take account of:
  - the **exceptional** circumstances stated that have given rise to the request
  - the stage of the child's education and progress and the effects of the requested absence on both elements
  - the overall attendance pattern of the child
  - frequency of similar requests
  - whether the parent/carer made the request in advance
  - pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
6. Where parents/carers have children in more than one school, a separate request must be made to each school. The Headteacher/Principal of each school will make their own decision based on the factors relating to the child at their school. However, Headteachers/Principals may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence, this absence will be recorded as unauthorised.
8. **Should the school decide not to grant leave of absence and parents/carers still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent\* per child.** This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support Headteachers/Principals in challenging parents/carers who ignore the law.

\* Generally the DfE states that parents include all those with day-to-day responsibility for a child.