**Before requesting leave in term time you need to think about:**

The lessons your child will miss

The difficulty your child will have in catching up

The effect it will have on your child’s friendship groups

The effect it will have on how well your child performs in school

You need to request a leave of absence by completing the form on the reverse of this notification.

**For your information:**

* Amendments were made to the Education (Pupil Registration) (England) Regulations 2006 which took effect from 1 September 2013. From this date schools are not permitted to grant any leave of absence during term time unless there are exceptional circumstances.
* 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”.
* All term time leave requests must be submitted to the Headteacher with the exceptional circumstances fully explained. In order to make the decision whether to authorise leave or not, parents/carers may be asked to provide evidence supporting their circumstances.
* Any absence from school will disrupt your child’s learning. Please consider writing to your MP to campaign for the cost of holidays during authorised dates to be the same price as holidays taken during term time.
* **All unauthorised absences, including holidays that have not been sanctioned by the headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a fixed penalty notice.**

**As of August 2024, the amount is £160 per pupil if paid within 28 days. This will be reduced to £80 if paid within 21 days. If a second penalty notice is issued to the same parent in respect of the same child, a flat rate of £160 will apply, if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within a 3 year period, alternative action will be taken and prosecution considered.**

* **All leave of absence requests must be completed on the school ‘leave in term time request form’; letters or emails notifying absence will not be accepted. The request should be returned to school at least 7 days before the start of the absence. Requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.**

**Holidays in Term Time:**

You may consider that a holiday will be educational but your child will still miss out on the teaching 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. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

In considering the decision whether to authorise, the following will be taken into account:-

* Reasons given for the for the Leave of Absence. There must be a clear exceptional circumstance. Holidays will not be authorised.
* Your child’s previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
* Whether your child will miss any tests/examinations (or important preparation for their tests)
* Whether your child is making good progress.
* What support a family may require or has received to improve a pupil’s attendance.

Name(s) of child(ren) ...................................................... Class(es) ...................................

............................................................. ....................................

Names of Parents taking children: ............................................................. ....................................

Date of first day of absence .........................am or pm

Date of return to school ..........................................am or pm

Number of school days that your child will be absent from school ……………

Date of leave already requested this academic year ……………………………………………..

Please provide a DETAILED reason why the leave MUST be taken during term time. Please be aware authorisation will only be granted in exceptional circumstances.

***I understand that if the absence request is unauthorised the local authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 per child.***

Signed: …………………………………… (Parent/Carer) Print Name: ………………………….……. Date: …………………

**Note: Leave is not authorised until signed confirmation has been received from the Headteacher**

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After careful consideration of your request:

* Leave not authorised – Does not meet threshold for fixed penalty notice.
* Leave not authorised – Meets threshold for fixed penalty notice.
* Leave authorised

Comment:

Signed: …………………………………………………………………………………………. (Headteacher) Date: ………………….