

## Appendix

### Appendix 1: Leave of Absence During Term Time Request Form

#### Leave of Absence During Term Time

CHILD'S DETAILS			
Surname		First Name	
Date of Birth		Year Group	
Address			
PARENT/GUARDIAN'S DETAILS			
Surname		First Name	
Relationship to child			
Address (if different to above)			
Telephone no.		Mobile no.	
Email			
DETAILS OF REQUEST FOR LEAVE			
Date of Departure		Date of Return	
No. of School Days Absence		Destination	
Local emergency contact name		Emergency contact number	
Address resident at whilst on leave			

Please provide details and reasons for requesting leave of absence and in particular any 'exceptional circumstances' If necessary, please provide any documentary evidence in support of your request.

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I certify that the information provided on this form is correct. I understand that the School reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.

Signature		Date	
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**– FOR COMPLETION BY THE SCHOOL –**

Authorised	YES / NO		
Exceptional Circumstances			
Signature		Date	
Name		Position	

**Guidance Notes**

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form does not mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless there are *exceptional circumstances* (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The School also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

**Exceptional Circumstances:** In considering whether any 'exceptional circumstances' apply, the Principal / Headteacher will consider if the reasons are rare, significant, unavoidable and short. The Principal / Headteacher will also take into consideration the factors listed below:

- can the event for which leave of absence is requested be reasonably taken during school holidays
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil.