



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Name of pupil	
Date of birth	
Tutor/year group	
Address	
Contact Numbers	

I request permission for my child to be absent from school between: -	
First Day of Absence	
Date of Return	
Total School Days	
Please fully explain the exceptional circumstances that you would like the Head teacher to consider (continue a separate sheet if necessary).	

Declaration (*Please read the notes on the back of this form*)

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.

Signature.....
(Parent/Carer)

Date.....

Important information for Parents

Date request received by office:	
Status (approved/not approved):	

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.

Parents are required under the **Education Act (1996)** to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time, but the law allows Head teachers to consider individual requests to authorise a leave of absence **in exceptional circumstances**.

The Head teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide enough information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance and the Head teacher may invite the parent/carer into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head teacher, the expectation is that child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused and the absence is recorded as unauthorised, the Head teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days.

If the penalty is not paid in full by the end of the 28-day period, the Local Authority will prosecute for the offence to which the notice applies.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

As the Penalty Notice are fixed the legislation does not allow part-payment to be made or payments by instalments.

Please note that the school will also take attendance into consideration when considering applications for residential visits and extra-curricular activities. In particular, taking unauthorised leave of absence for the purposes of a family holiday means the school reserves the right to remove pupils from a residential trip if there are concerns about that child's academic progress and the amount of school they have missed.