

REQUEST FOR LEAVE OF ABSENCE DURING TERM-TIME DUE TO EXCEPTIONAL CIRCUMSTANCES

INFORMATION FOR PARENTS AND CARERS

The conditions under which leave of absence may be granted are contained in [regulation 11 of the School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). Only the Principal can authorise leave of absence during term-time. **It is not an automatic entitlement.** The Principal may not grant leave of absence during term-time unless there are exceptional circumstances. The Department for Education does not consider a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Any absence from school will disrupt your child's learning. They will miss out on the teaching that their classmates will receive during their absence. Children returning from a term-time absence 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, which poses a potential risk of underachievement of other students in the class. This is something we all have a responsibility to avoid.

As a parent or carer, **you must complete this form** if you wish to apply for leave of absence for your child during term-time. Completing this form **will not** give you automatic permission to take your child on leave during term-time. You should discuss your request for leave of absence with the Principal **before** you book your trip or buy tickets. The Principal will consider your request and give you a decision in writing.

If your child is taken out of school during term-time without authorisation from the Principal, each parent or carer can be issued a fine of £80, rising to £160 if you do not pay within 21 days. The fine for a second offence within 3 years is £160 issued to each parent or carer. If you do not pay a fine within 28 days you may be taken to court.

If your child is taken out of school during term-time without authorisation for a third time within 3 years, you will not be fined, but may be prosecuted in the magistrates' court under the terms of [section 444 of the Education Act 1996](#).

More information on fines and prosecutions for taking children out of school can be found on the Government's ['The Education Hub'](#) blog.

If the Principal does authorise leave of absence during term-time, your child must return to the Academy on the agreed date. If your child does not return to the Academy on this date or you do not inform us if your child's return is going to be delayed, the whole period of absence will be classified as unauthorised. You may be referred to the local authority and incur the penalties outlined above. If your child does not return to school within 10 school days of any agreed date, then you risk proceedings to remove your child from the Academy's admissions register under regulation [9\(1\)\(h\) of the School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

**APPLICATION FORM
 REQUEST FOR LEAVE OF ABSENCE DURING TERM-TIME DUE TO EXCEPTIONAL CIRCUMSTANCES**

Please complete this form and return to the Academy or email to attendance@uclacademy.co.uk at least 4 weeks before the planned date of first absence.

Pupil(s) name(s):			
Year(s):		Tutor(s):	
Period of absence start date:		Date of return to the Academy:	
Number of school days absent:			
Reason for request for exceptional leave:			
I have included documents/evidence to support my application (tick if true):			
Brothers and sisters requesting exceptional leave from other schools			
Name(s):			
School(s):			
Year group(s)/Class Name(s):			
Name of Parent/Carer making the application:			
Contact telephone number of parent/carers (include international code if abroad during dates of absence):			
Contact email address of parent/carers:			
Signature of parent/carers:		Date:	

For office use only

Exceptional circumstances leave of absence (check one box)		The following will be taken into account in consideration of this application: <ul style="list-style-type: none"> • Reasons given for the holiday. • The time of the year/term. • Whether the pupil will miss assessments/exams and/or preparation for them. • The pupil's previous attendance/punctuality record.
<input type="checkbox"/> is not granted	<input type="checkbox"/> is granted	
Comment:		
Authoriser:		
Signed:	Date:	