



REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time.

The Education (Pupil Registration - England) Regulations 2006 and its Amended Regulations 2013 make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Leave of absence requests must be made at least two weeks in advance and both parents must sign below, unless they disagree with the holiday.

Form with fields: Name of pupil, Address, Contact Numbers, Class/Teacher

I request permission for my child to be granted leave of absence from school between:-

Form with fields: First Day of Absence, Last Day of Absence, Date of Return to School, Total Number of School Days absent

Please fully explain the exceptional circumstances relating to the leave of absence you would like the Headteacher to consider. If your request is due to your holiday having been cancelled due to COVID, we will need to see evidence of your initial booking.

Declaration

I/We have read and understood the information above and overleaf, regarding leave of absence during term time, unauthorised absence, penalty notices and prosecution. I am aware of the possible consequences should I/we take my child on leave of absence without the Headteacher's authorisation.

Parent/Carer 1

Parent/Carer 2

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

For Office Use Only

Days taken this year: .....

Current attendance% .....

Days taken in previous years: .....

Previous Years' attendance% .....

## **Important Information for Parents/Carers**

The Headteacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

**The request for authorised Leave of Absence must be made at least two weeks in advance**, using this form, and must be signed by both parents, unless either of them disagree with the holiday.

If the Headteacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the Headteacher refuses Leave of Absence, the absence will be recorded as unauthorised. If the child is taken out of school for this leave of absence, the matter will be referred to the Local Authority for a Penalty Notice to be issued.

The Penalty Notice is a fine of £120 per parent/carer (for each child) which must be paid within 28 days. The amount of the fine is reduced to £60 per parent/carer (for each child) if the payment is made within 21 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. 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.