

**Request for leave during term time application form (New Version from February 2026)
Webheath Academy Primary School**

Child(ren)'s name		<i>Date of Birth:</i>	<i>Class</i>
		<i>Date of Birth:</i>	
		<i>Date of Birth:</i>	

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Level of attendance during last academic year, current academic year

Level of attendance during last academic year, current academic year

Level of attendance during last academic year, current academic year

Child(ren) will/will not* be sitting examination/SATS during this year. (*delete as appropriate).
Other relevant information e.g. out of school learning planned/presentation day

.....

Parent/Carer to complete - To: The Headteacher of Webheath Academy Primary School

Dates for which leave of absence is requested		
From (first day of absence):	To (last day of absence)	Number of School Days:

Please state reason for leave (include any exceptional circumstances you wish to be considered) *Please continue overleaf if required.*

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Please print full legal name, each parent to sign and full address for each parent.

1st Parent/Carer **Print Full Legal Name:** **Signature**

Full Address.....

2nd Parent/Carer **Print Full Legal Name:** **Signature**

Full Address.....

Date.....

I have (an)other child(ren) in (an)other school(s) as follows:

Full Names and School attended:

.....

After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.

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Number of school days applied for: Absence request agreed / Not agreed

Reason:

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

Notification of decision letter sent to parent/carers: Date:

Please note, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non-attendance. In line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first-time absence.

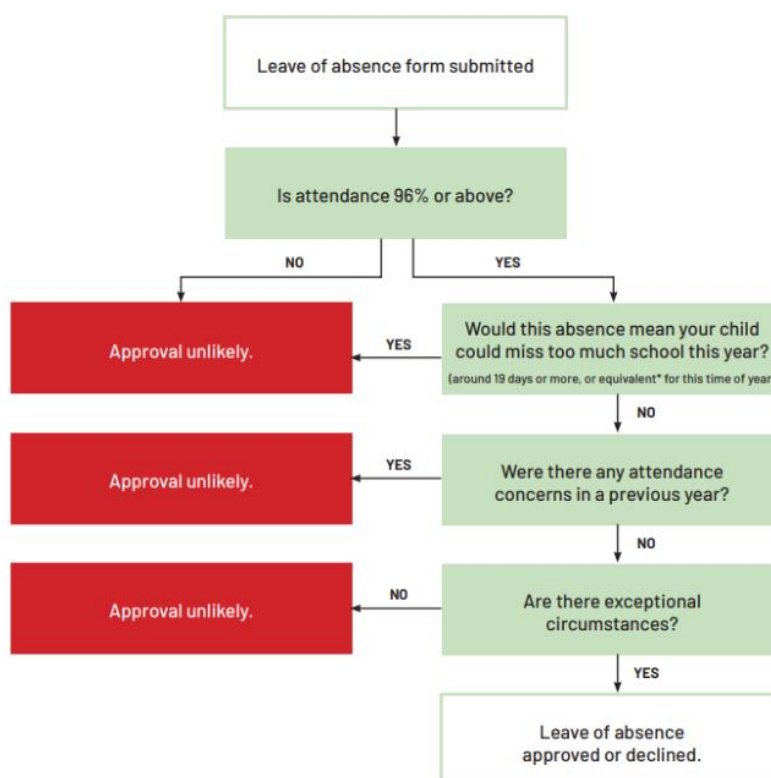
If a second period of unauthorised absence occurs within a 3-year timescale, this may be subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

The School's Policy

The school considers that all absences from school will disrupt a child's continuity of learning. As a consequence, it believes that absences should be kept to a minimum in order to maximise your child's potential.



What the Law says

Regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday or other leave. Leave during term time should be seen as an exception to the norm. So, what are the exceptional circumstances?

It is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. For example, the

Headteacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term-time, or a family member has booked an activity without checking the dates.

An exceptional circumstance is much more likely to be a one-off, unique situation such as a parent, grandparent or other close relative is seriously ill and the leave proposed is likely to facilitate the last such family occasion; or there may have been a significant trauma in the family recently and the Headteacher might consider that immediate leave might enable the child concerned to deal better with the situation.

The Headteacher will also look very carefully at the child's previous attendance record, and should he or she have concerns, for example, should the child's average attendance be below 95%, it is highly unlikely that the Headteacher will agree to authorise any further absence.

Other factors will include the likely impact on the child's previous education, particularly in terms of continuity of learning; there is a strong link between the amount of absence in a school and the qualifications that its pupils achieve, whether the holiday falls during a year in which the child is due to take a pupil examination or to be involved in Government tests (e.g. SATs).

Applying for Leave of Absence for Holidays during Term Time

Applications should be made using the reverse side of this form **at least** 4 weeks in advance of the proposed leave. (Parents are advised to apply for leave of absence **before** they confirm their arrangements.)