

## Request for Leave of Absence During Term Time - Guidance Notes for Parents

**Please note: General family holidays taken during term time will be unauthorised.**

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete the form and return it to the school office for the attention of the Headteacher. This form should be completed *a minimum of two weeks prior* to the requested leave period. Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time.
3. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are 'exceptional circumstances'. The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.

Exceptional Circumstances are NOT:

- Availability of cheap flights and/or holidays
- Availability of desired accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods
- Overlap with the beginning or end of term, half term
- Visiting relatives abroad
- Family weddings abroad

In any case, if 'exceptional circumstances' are agreed the Headteacher will **only authorise two days**.

4. Each case will be considered individually and on its own merits. Parents, therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage.
5. Should the School decide not to grant the leave and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice. When the national threshold for a **Penalty Notice** has been met (pupil has been recorded as absent for 10 sessions, equivalent to 5 school days, within 10 school weeks) we will make a referral to the Local Authority and they may decide to issue a fine.

In the first instance, payment within 21 days of receipt of a notice is £80 and £160 if paid after this but within 28 days. In the case of a repeated offence, a second fine for the same child within any three-year period will be charged at the higher rate of £160. Fines will be capped at two penalty notices within any three-year period. Once this limit has been reached, other action will be considered.

## Request for Leave of Absence During Term Time

Please complete this form and return it to the school office at least two weeks before the requested leave dates.

### Pupil Details

- Pupil's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - Year Group/Class: \_\_\_\_\_
  - Name of Parent/Carer making this request: \_\_\_\_\_
  - Relationship to Pupil: \_\_\_\_\_
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### Leave of Absence Details

- Requested Start Date of Leave: \_\_\_\_\_
- Requested End Date of Leave: \_\_\_\_\_
- Total Number of School Days Requested: \_\_\_\_\_

**Reason for Leave Request:** *Please provide detailed information about the exceptional circumstances that justify this request. Attach additional sheets if necessary.*

**Impact on Education:** *Please explain how you will support your child's education during this period of absence.*

### Parent/Carer Declaration

- I understand that leave of absence is only granted in exceptional circumstances and that the decision rests with the Headteacher.
- I acknowledge that if leave is granted, the absence will be recorded as authorised.
- I understand that if leave is taken without permission, it will be recorded as unauthorised and may result in further action.

**Signature of Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### For School Use Only

- Date Request Received: \_\_\_\_\_
  - Decision:  Approved  Declined    2 Days Exceptional Circumstances Approved Yes  No
  - Reason for Decision (if declined or any conditions applied): \_\_\_\_\_
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Headteacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_