



## Request for leave of absence from school during term time

*This should be completed before booking any travel arrangements*

### To be completed by the Parent/Guardian

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request - From \_\_\_\_ / \_\_\_\_ /20\_\_\_\_ To \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

Reason for application .....  
.....

### *If leave is to be authorised, the following must be completed*

Travelling abroad? Yes/No

Country \_\_\_\_\_ Return date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Proof of return date provided (*tickets/email confirmation etc*)

Has your child had term time leave from 19<sup>th</sup> August 2024? Yes / No

Dates of term time leave already taken: - .....

#### 1<sup>st</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Date of application \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

#### 2<sup>nd</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

### ***I have read the leave of absence information overleaf and the School's Attendance Policy***

1<sup>st</sup> Parent/Guardian signature \_\_\_\_\_ 2<sup>nd</sup> Parent/Guardian signature \_\_\_\_\_

#### **School response**

If the child has had previous unauthorised leave, please state dates and number of days taken

Current leave agreed/Not agreed (*delete*) Reason: .....  
.....

Response sent by email/written response in child's bag. Date: .....

***Please see overleaf for further information regarding the policy on leave of absence from school***

## Leave of Absence

The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1<sup>st</sup> September 2013. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

### **Applications for Leave of absence**

Requests must be made in advance or the leave cannot be authorised. **All requests should normally be made at least two weeks in advance to the Head Teacher by completing the school application form.** A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. **If you are travelling abroad you will need to supply us with confirmation of your booking including date booked and return flight tickets, such as bringing a copy of the flight tickets into the school office for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation, the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

**Where a parent/carer has taken their child on leave of absence during term time for 10 unauthorised sessions (equivalent to) 5 school days or more, without the Head Teacher's authorisation the following will apply:**

#### **First Offence Penalties**

- The first penalty notice issued to each parent in respect of a particular pupil will be charged £160.00 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

#### **Second Offence (within 3 years from 19<sup>th</sup> August 2024)**

- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160.00 if paid within 28 days.

#### **Third Offence and any further offences (within 3 years from 19<sup>th</sup> August 2024)**

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.
- Where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, for example returning to school on the fourth day (before the five-day minimum) or using the days before and after school holiday dates during the academic year, or repeated absence for birthdays or other family events. The local authority will exercise discretion and consider issuing a penalty notice if appropriate.

Penalty Notices are per parent, per child as appropriate, so if there are 2 parents, both will need to pay the fine for each child. Part payments are not accepted. There is no appeal process for a penalty notice. Unpaid Penalty Notices result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable. **Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance.**

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence and will then decide whether the absence can be authorised. For any travel arrangements outside of the UK, we require proof of return flights, prior to the leave being taken; this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected. Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.