

**REQUEST FOR LEAVE OFABSENCE DURING TERM TIME**

As a school, we are no longer allowed to authorise any term time holiday. The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child’s learning. You may consider that a holiday is educational, but your child will still miss out on the teaching that their classmates will receive during your holiday. Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed.

We at school obviously agree that children should not be taken out of school except for exceptional circumstances and that holidays should be kept to non term times. The Department for Education allows a Head Teacher the discretion to consider authorising an absence or holiday in term time only in **exceptional circumstances**. Whether you consider your request for a leave of absence to be exceptional or not you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If the leave of absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence, this will be recorded as unauthorised.

**In the case of some unauthorised leave of absence the Education Welfare Service may be notified of the leave of absence taken and a Penalty Notice could be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, the Penalty remains unpaid this may result in legal action.**

All leave of absence must be completed on the attached form, letters will not be accepted. This **must** be returned to the school **at least** **14 days** **before** the start of the holiday.

In making the decision whether to authorise, only circumstances deemed exceptional by the DfE will be considered. **For further information, please visit the DfE website and search for School Attendance document, giving statutory guidance and departmental advice.**

I hope you will support our efforts to raise attendance and attainment at our school.

Kind regards,

Mr Andrew Walker

Headteacher



**Leave of Absence Request Form**

 If you consider you have to take a holiday in term time, and whether you have exceptional circumstances or not, please complete this form and return to the school at **least 14 days before the date you wish to remove your child from school**.

Name of children: …………………………………… Class: …………………………………………

 ……………………………………. Class: …………………………………………

 ……………………………………. Class: …………………………………………

 Home Address:

………………………………………………………………………..……………………..........……………………………………

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Postcode……………………………….. Home Telephone Number: ………………………………...............................

 First day of absence: ………………………………………………….

Date of return to school: ………………………………………...…… Number of school days absent: ………….

 The exceptional circumstances (reason must be given) are:

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Name of Parent/Carer making the application:

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 Signed (Parents/Carers): ………………………………………………… Date: …………………………………….………

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| **Permission for Absence in Term Time**   |

Name of children: ………………………………………. Class: ………………………………………

 ………………………………………. Class: ………………………………………

 ………………………………………. Class: …………………………………………

Your request for absence during term time has:  Not been authorised  Authorised

First day of absence:.......…………….…. Date of return to school: …...........…...... Number of school days absent: ……….

**Future Action:**

Signed: …………………………………………………………………………... Date:……………………………………………

Mr Andrew Walker

Headteacher