

# Leave Request During Term Time

I would like to request leave of absence for my child from school during term time be considered:

**Child's Full Name:** ..... **Year Group/Class:** .....

**Leave request dates:** From: ..... To: .....

The **exceptional** circumstances and reason for this request are:-  
(please attach any supporting evidence)

I have a child / children in other schools as follows:

Name.....  
School.....  
Name.....  
School.....  
Name.....  
School.....

Signature of 1 <sup>st</sup> parent/carer/step-parent	2nd Signature parent/carer/step-parent <i>(this is required by the second parent/carer/step-parent who will be accompanying the child on this leave)</i>
Relationship to child:	Relationship to child:
Print Name	Print Name
Date:	Date:

**Please complete and return this form to the school office. The Principle/Headteacher will notify you in writing their decision.**

Current Attendance .....% Last Year's Attendance if applicable.....%

Number of school sessions taken as leave during term time ..... (this academic year)

**Absence will be authorised** for the above pupil during the dates requested.

**Absence will not be authorised** for the above pupil during the dates requested. Please see section 8 below.

Rationale to decline request: .....

Signed: .....Principle/Headteacher Date: .....

Notification of decision: Date letter sent to parent/carer: .....

## Guidance Notes for Parents/Carers - Requesting Leave during Term Time

*These notes have been produced using guidance issued by Staffordshire County Council*

1. Parents/Carers who would like the Academy/School to consider granting leave of absence in term time should read these notes carefully, complete the request form and send it to the Headteacher. The form should be signed by the parent/carer/stepparent who is accompanying the child on leave. The form should be sent to the Principle/Headteacher in time for a request to be considered well before the desired period of absence. Parents/Carers are strongly advised not to finalise any booking arrangements before receiving the Academy/School's decision regarding their request. The Headteacher cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Principles/Headteachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. The Academy/School, along with Staffordshire County Council understands the challenges that some parents/carers face when booking holidays particularly during school holidays. However, we believe that, to ensure children, receive the best education and prospects, that they should be in school during term time.
5. Each case will be considered individually and on its own merits. In considering a request, the Academy/School will take account of: -
  - the **exceptional** circumstances stated that have given rise to the request
  - the stage of the child's education and progress and the effects of the requested absence on both elements
  - the overall attendance pattern of the child
  - frequency of similar requests
  - whether the parent/carer made the request in advance
  - students/pupils on examination courses or in Primary School SATS, will **not** normally be granted leave of absence.
6. Where parents/carers have children in more than one school a separate request must be made to each school. The Principle/Headteacher of each school will make their own decision based on the factors relating to the child at their own school. However, Principles/Headteachers may choose to liaise with other siblings school, as part of their decision-making process.
7. Should the Academy/School decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e., following the expiry of the granted leave of absence period) and no information is available to the Academy/School to explain/justify the continuing absence this absence will be recorded as unauthorised.

8. **Should the Academy/School decide not to grant leave of absence and parents/carers still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent\* per child.** This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support Principals/Headteachers in challenging parents/carers who ignore the law.

The DfE Section 576 of the Education Act 1996 defines “parent” as: All natural (biological) parents, whether they are married or not; Any person who, although not a natural parent, has parental responsibility for a child or young person; Any person who, although not a natural parent, has care of a child or young person.