



Request for Leave of Absence in Term Time

PLEASE NOTE: The law states that parents do not have the right to take their child out of school during term time. Headteachers may not grant any leave of absence unless there are exceptional circumstances.

A Penalty Notice may be issued if Unauthorised Leave is taken. The penalty is currently £60.00 per parent/carer per child if paid between 1 - 21 days after issue, rising to £120 per carer per child if paid between 22 - 28 days after issue.

Please tick each box to confirm that you understand and are following the criteria outlined below:

Requests must be made at least four weeks in advance of the proposed date. Parents and carers should give as much notice of the request as possible, and not risk making any arrangements before authorisation is given.	<input type="checkbox"/>
The exceptional circumstances of the request must be given in writing (on the reverse of this form).	<input type="checkbox"/>
Leave of absence should not be requested in July or September , when children are beginning their transition journey or in May , when key assessments take place. It will not be authorised.	<input type="checkbox"/>
Leave of absence in term time should not be requested for children whose school attendance over the last 12 months is below target of 97% in any circumstances. It will not be granted.	<input type="checkbox"/>
Leave of absence will not be granted for children where there are concerns regarding academic progress, punctuality or behaviour	<input type="checkbox"/>

Where leave of absence is taken without authorisation, a referral will be made to the Local Authority, as outlined below.

Please indicate that you have read and understood the above conditions by signing below:

Signature: Name: Date:

Relationship to pupil:

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Name(s): Class(es):

From: To: Total number of days:

Signed:..... Parent/Carer

Date Leave of Absence requested:

For office use:

Percentage attendance: Previous 12 months:

No. of days already authorised: Previous Warning Letter/Referral:

Leave of Absence has been authorised only for the dates detailed above	<input type="checkbox"/>
Leave of Absence cannot be authorised as the request does not meet the exceptional circumstances guidelines as laid down by the Government.	<input type="checkbox"/>
Headteacher's reason and recommendation:	

Signed:Head Teacher Date:

Date recorded and copy posted:

Reasons for request for leave of absence during term time:

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Signed: Parent/Guardian

Where relevant, please could you supply evidence of your holiday entitlement from your employer.