

Request for a leave of absence due to exceptional circumstances

(Please read the attached notes before you fill it in.)

Section A

Child's name: Class:.....

First day of absence from school:.....

Last day of absence from school:.....

Total number of days absent:.....

Reason for request during term time

If you are requesting a family holiday please continue in the box below

Family Holidays

Is this your only family holiday this year? Yes / No

Why are you planning your holiday during term time? Please include any information you would like us to consider.

Other requests for absence

Section B

Please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.

Name of parent or carer whose job affects when you go on holiday:.....

Name and address of employer:

Job title:.....

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

Section C

I have read the attached notes. The information I have given on this form is correct:

Signature of parent of carer:..... Date:.....

Section D – for school use only

Request approved/not approved: Date:.....

Headteacher's signature:..... Date:.....

Notes on family holidays

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Absence for a family holiday

The Government recommends that family holidays are taken outside school terms. Headteachers will sometimes give permission for a pupil to go on holiday during term time. The Headteacher will consider the reasons for the holiday, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The Headteacher will not normally give permission simply because holidays cost less during term time.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. ***This leave is unlikely, however, to be granted for the purposes of a family holiday.***

Parents can be fined for taking their child on holiday during term time without consent from the school.

Applying for absence because of a family holiday

If you have to take your family holiday during school term, please fill in the form attached. ***Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.***

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute.

A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under **Section 444A and 444B of the Education Act 1996**. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action.