

### **Request for leave of absence during term time**

Parents/Carers should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'.

Exceptional circumstances may include:

- If parents can evidence that they will not be in receipt of any leave in the near future that coincides with school holidays, for example service personnel on deployment abroad.
- Where an absence from school is recommended by a health professional as part of a child's rehabilitation from a medical issue or trauma.
- The death or terminal illness of a close relative but only if the Headteacher is confident the circumstances are truly exceptional.
- Out of school programmes such as music, art or sport at a high level. Documentary evidence of this will be required.
- Religious observance. The Education Act 1996 states: 'on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs'.
- To attend a wedding of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional. Leave will only be granted if the Headteacher is satisfied that there is a persuasive reason why the wedding needs to be held in term time and parents can show that this absence is an exceptional circumstance. The Headteacher will take into account individual family circumstances and will use her discretion when granting leave, taking into account the overall welfare of the child.

Exceptional circumstances **do not** include:

- Holidays abroad for the purposes of visiting a sick relative, excepting where a relative is seriously ill.
- Holidays taken during term time due to lower costs or parents working commitments.

Parents may consider that a holiday abroad will be educational however your child will miss out on the teaching and learning that their peers receive whilst they are away. Children returning from a leave of absence will be unprepared for the lessons which build on the teaching they missed and arrangements need to be made for individual teaching in order to help children catch up. Teachers cannot be expected to prepare work for children to complete whilst on holiday.

If you wish to request a leave of absence you need to complete the leave of absence form and return it to the school office setting out the reasons for your request. If the request is not considered to be exceptional circumstances it will not be authorised. If you nevertheless take your child out of school for the leave of absence this will be recorded as unauthorised leave.

**Mrs Woolley**

**Headteacher**

**Request for a leave of absence during term time.**

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

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

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

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

Date of first day of absence:..... Date of return to school:.....

Number of school days that your child will be absent from school:.....

Please detail the exceptional circumstances for which you are requesting a leave of absence:

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**I understand that if the absence request is not authorised and the holiday is still taken, the Headteacher may request that the Local authority issue a Fixed Penalty Notice for unauthorised holidays of 10 sessions or more (5 days). I understand that a Penalty Notice may be issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.**

**Name of Parent making application:**

**Dr/Mr/Mrs/Miss/Ms**

Forename Surname

Address

Signed Date

**Dr/Mr/Mrs/Miss/Ms**

Forename Surname

Address

Signed Date

Please note that the form must be signed by both parents, even if only one is taking the holiday/absence.

Please ensure that you are giving at least one month's notice. Retrospective requests will not be authorised.