



Request Form for Leave of Absence during Term Time



Please complete this form and hand to the office for the head of school. At least one month's notice is required and we will notify you of the outcome. If your child is absent without permission, the absence will be recorded as unauthorised.

Absences can affect a child's ability to make and keep friendships, along with disrupting their learning. Research shows that pupils in secondary schools with an average of fifteen days or more absence rarely achieve five good GCSE grades.

Schools may **not grant any leave of absence during term time** unless there are **exceptional** circumstances. They also now determine the number of school days a child should reasonably be away from school, if leave is authorised. This discretionary power for leave to be granted may only be exercised in accordance the school's attendance policy.

Exceptional circumstances can include:

- the wedding of a close family member / friend
- visiting a sick relative
- a **short** family holiday where a pupil's parents are unable to take their leave during the school holiday periods due to work commitments or employer restrictions.

A fixed term penalty notice with fine may be served on parents who take unauthorised holidays during term time. Parents are required to pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Please tear off the slip below and return it to the school office.

Parents / Carers are required to state below why their request for absence should be considered. **Evidence to support the application must be attached to the form.** The form must be submitted **at least one month** before the first day of the planned holiday.

Name of pupil _____ Class _____

Name of infant sibling _____ Class _____

Leave of absence is requested for _____ days

from _____ to _____ inclusive.

Reason for absence _____

Description of evidence attached supporting application: _____

Where there is joint parental responsibility, and parents are separated, the signature of both parents / guardians is required where the parent without primary residency is applying for the absence.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Absence authorised Yes / No

Head's signature