

**PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)**

You have to get permission from the Headteacher if you want to take your child out of school during term time.

- You must make the application to the Headteacher **in advance** (as a parent the child normally lives with)
- The Headteacher will consider whether there are **exceptional circumstances** in relation to the application. See overleaf - or the school attendance policy - for further information.
- If leave is granted, it's up to the Headteacher how many days will be authorised.
- **To request permission please complete the details below and return to the school office**

**You can be fined for taking your child on holiday during term time without the school's permission.**

Pupil's Name ..... D.O.B ..... Year Group .....

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I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
 .....  
 .....

Dates of Absence

From ..... To ..... No of school days .....

Address where we will be staying.....

.....

I/We understand that:

- If the leave is not agreed or I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a criminal record and fines up to £2500 and/or 3 months imprisonment.
- If travelling abroad, I / we will supply a copy of the return travel documentation and the name & phone number/email of a contact person whilst abroad.
- I / we are aware that if we do not return at the agreed time, Children Missing Education enquiries might be made and further investigations may take place regarding the child's whereabouts. In exceptional circumstances this could result in the child being deleted from roll.
- In exceptional circumstances, penalty notices may not be issued and cases may be taken straight to Court.
- Absence Coding – if the leave is agreed it will be coded as an authorised absence for the agreed period.
- Absence Coding - where leave in term time has not been agreed or for the days taken in excess of an agreement, it will be coded as unauthorised absence.

<b>Parent's signature</b>	
<b>Parent's name</b>	
<b>Parent's address</b>	
<b>Date</b>	

## Important Information for Parents/Carers – Please Read

**The law does not grant parents the automatic right to take their child out of school during term time.**

As stated in our school attendance policy, only **exceptional circumstances** warrant an authorised leave of absence.

If seeking permission for exceptional circumstances leave of absence, the parent/carer should complete a Leave of Absence Request form. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. Leave of absence cannot be approved retrospectively.

The school will consider each application individually, considering the specific facts and circumstances. Parents may be required to provide the school with additional evidence in order to support the request. The expectation of the school is that term time holidays should **not** be planned or booked as a matter of course, as they are likely to be **unauthorised**.

Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Parents/carers have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents/carers who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent/carer but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents/carers and children. Each case is considered individually.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's unauthorised absence.

A pupil's unauthorised absence from school could result in one of the following:

- 1. Penalty Notice.** The penalty is £60 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
- 2. Prosecution.** Prosecution could result in a criminal record and fines up to £2500 and/or 3 months imprisonment.

A full copy of the Attendance Policy is available on our school website or is available on request from our school office.

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### School Office to complete

Date form received	School Office Comments (if any)

### Headteacher to complete

Absence Authorised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments (if absence is not authorised - state why not,)		
Signed		Date

### School Office to complete

Date letter sent/given to Parent/Carer confirming decision:		
Letter via: Post <input type="checkbox"/> Handed to Parent <input type="checkbox"/> Email <input type="checkbox"/> Other (please state)		
Comments (if any)		
Signed		Print Name