

REQUEST FOR LEAVE OF ABSENCE FORM			
Name of Child(ren)			
Class			
Name of Parent(s)/Carer(s)			
Date(s) of Proposed Absence		Date of return to school	
No. of school days child(ren) would miss			
Please indicate the reasons for this absence			
If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)			
Signature of Parents/Carers with Legal Responsibility for the Child			
Date			
If this request is for a term time holiday, I confirm that the holiday has been...		Booked	
		Not booked	

Please return this form to school before any booking is made if this is for a holiday to be taken during term time.

for office use only -----

Child(ren)'s name(s)		
Statutory school attendance age	Yes / No	Yes / No
Referral	Yes / No	Yes / No
THIS ABSENCE REQUEST IS		
Authorised	Not Authorised	Subject to further information
Reasons for the decision		
Decision letter sent		

Requests for term time exceptional leave

Working together to improve school attendance states “the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.”

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child’s schooling as much as any other absence and we expect parents to support us by not taking children away in school time.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually. The Headteacher will make the final decision as to the authorisation of any leave. Full details of our policy and procedures are available from the school and on the website.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

If exceptional leave is agreed, you will be notified by the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and submitting a ‘Term Time Leave Request’ form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances*. If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised. It will be made clear why a decision has been made.

If an unauthorised holiday is taken consideration will be given to making a referral to the Local Authority for a Penalty Notice. At the Headteacher’s request, the Local Authority may issue the Penalty Notice and inform the school of the outcome.