



Request for leave of absence during term time

Parents 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 head teacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence, you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence, **this will be recorded as unauthorised leave. This may result in a penalty notice being issued or legal action taken for poor attendance.**

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child’s name from the Admissions Register and register them as a Child Missing in Education.

All leave of absence requests should be completed on the form on the reverse of this notice by the parent which whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

Yours sincerely,

A handwritten signature in black ink that reads 'Gemma Jones'.

Gemma Jones
Head of School



Request for leave of absence during term time

Pupil(s) name.....Pupil(s) class.....

Pupil's address.....

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

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

Further details regarding the absence i.e: timings if ½ day.....

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

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I understand that if the absence is not authorised and the holiday is taken, this may result in a penalty notice being issued or legal action taken for poor attendance.

Name(s) of Parent/Carer(s) making the application:

Dr/Mr/Mrs/Miss/Ms (please circle)

Forename.....Surname.....

Address.....

Signed.....Dated.....

Dr/Mr/Mrs/Miss/Ms (please circle)

Forename.....Surname.....

Address.....

Signed.....Dated.....

Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised

For school to complete:

AUTHORISED UNAUTHORISED (please highlight)

% Attendance to date: