

**PUPIL TERM TIME LEAVE of ABSENCE REQUEST  
(to be completed by parents/guardians only)**

You have to get permission from the Attendance Lead if you need to take your child out of school during term time.

- You must make the application to the Attendance Lead before you go on the leave of absence, it cannot be completed when you have returned.
- You must be the parent/guardian who the child normally lives with.
- The Attendance Lead will consider with the Headteacher whether there are **exceptional circumstances** in relation to the application.
- If the leave of absence is granted, it is up to the Attendance Lead and 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 ( You may be asked to provide the school with further evidence to support your request)**

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**Dates of Absence**

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

**Address where we will be staying**

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**I/We understand that:**

- If the leave is not agreed or I / we do not return at the agreed time; I am / we are aware that I / we may be issued with a penalty notice **per parent, per child**. If I / we 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 removed from the school roll.
- In exceptional circumstances, penalty notices may not be issued, and cases may be taken straight to Court.
- If the leave of absence is agreed, it will be coded as an authorised absence for the agreed period.
- 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/Guardians – 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. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

If seeking permission for exceptional circumstances leave of absence, the parent/guardian 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/guardians 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/guardians 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/guardian but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents/guardians 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 Notice is £80 if paid within 21 days rising to £160 if paid between 22 and 28 days, per parent, per child - e.g. 3 siblings absent for leave during term time would result in each parent receiving 3 separate fine totalling £480 rising to £960 after 21 days. Failure to pay may result in prosecution. If a second Penalty Notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days. There will be no option to pay a lower amount.

2. **Prosecution.** Prosecution could result in a criminal record and fines up to £2500 and/or up to 3-months imprisonment.

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**School Office to complete:**

Date form received:	Child's Current Attendance :	Absence added to SIMS?
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**Attendance Lead or Headteacher to complete:**

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

**School Office to complete:**

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