**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

The 2013 regulation amendments make clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the governing body will determine what the exceptional circumstances are.

**For completion by Parent/Carer**

You have requested the school’s permission for the leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the school office. Completion of the form does not guarantee the leave of absence will be authorised.

Child/ren’s name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB/s: \_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group/s: \_\_\_\_\_

Date of leave of absence: from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (both dates inclusive)

Please give full reason(s) for asking for leave of absence in term time and outline the exceptional circumstances:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taking your child out of school without the school’s authorisation may result in the school requesting the Local Authority to issue a Penalty Notice to each parent/carer for each child.

**Penalties for unauthorised absence**

|  |  |  |
| --- | --- | --- |
| **Timeline** | **One child** | **Two children** |
| Paid within 21 days. | £60 per parent/carer | £120 per parent/carer (£60 per child). |
| After 21 days, but before 28 days. | £120 per parent/carer. | £240 per parent/carer (£120 per child). |
| After 28 days. | The parents will receive a summons to appear before the magistrate’s court on the grounds the parents have failed to secure their child’s regular attendance. | The parents will receive a summons to appear before the magistrate’s court on the grounds the parents have failed to secure their child’s regular attendance. |

**For completion by School**

|  |  |  |
| --- | --- | --- |
|  | Authorised leave of absence (holiday) - exceptional circumstances only  | Register code H  |
|  | Unauthorised leave of absence | Register Code G |
|  | Other authorised circumstances (e.g. funeral)  | Register Code C |
|  | Non-compulsory school age absence | Register Code X |

Reason leave of absence declined:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to parent, pupil file and the Local Authority (when necessary).