



Request for Leave of Absence during Term Time



Please complete this form for **any leave of absence requests during term time**. Forms must be completed and handed in to the office at least **one month prior to the leave** for consideration by the Head Teacher. Please attach supporting evidence to this form, identifying the exceptional nature of the leave.

If your child is absent without permission granted by the Head Teacher the leave will be recorded as unauthorised.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers there are exceptional circumstances relating to the application. If the leave is granted, the Head Teacher can also determine the number of days the child may reasonably be away from school.

Taking your child out of school during term time could be detrimental to your child’s academic progress. A pupil who takes 10 days absence will only attain 94.7% attendance for the school year. 10 days absence also means the pupil will miss 50 hours of education.

If the absence is not authorised and the leave is taken without permission, schools are now required to inform the **Access and Inclusion School Attendance Team** who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. If the penalty notice is not paid within 21 days it will increase to £120 if paid between 22 and 28 days. If the higher penalty is not paid within 28 days, the Access and Inclusion School Attendance Team will then institute legal proceedings against you in the magistrate’s court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Please complete one form per child per period of absence. Please attach supporting evidence.

Name of child: _____ Class: _____

First day of absence: _____ Date of return to school: _____

Number of days requested: _____

Reason for leave of absence: _____

Signed: _____ Name: _____ Date: _____

School/Office use only

Attendance percentage preceding 10 weeks:	
Percentage of authorised absences this academic year:	
Percentage of unauthorised absences this academic year:	

Authorised / Unauthorised Head Teacher _____