



TERM TIME LEAVE REQUEST (to be completed by parents/carers only)



You should always get permission from the Principal if you want to take your child out of school during term time.

- The law does not give parent and carers an automatic right to take their child out of school in term time. See overleaf for further information.
- The parent/carer who the child normally lives with must make the application to the Principal **in advance**.
- The Principal will consider whether there are **exceptional circumstances** in relation to the application.
- If leave is granted, it is up to the Principal how many days will be authorised.
- **To request permission please complete the details below and return this form to the school office.**

Any absence which has not been agreed in advance by the Principal will be marked as Unauthorised Absence and may result in a Penalty Notice (fine) or a prosecution.

I request permission for (child/ren’s name, date of birth and class/tutor group):

to be authorised as being absent from school from: _____ (date of first day of absence) to _____ (date of last day of absence). Returning to school on _____

The **exceptional** reason why the absence needs to be taken in term time is because *(continue on separate sheet if necessary)*:

If absence is due to travel, address where we will be staying and emergency contact details:

We understand that:

- Any days of absence which have not been agreed in advance by the Principal will be marked as Unauthorised Absence and may result in a Penalty Notice (fine).
- If a pupil has an extended period or repeated periods of unauthorised absence, a Penalty Notice may not be issued and the case may be taken straight to Court.
- If travelling abroad, I will supply the school with a copy of the return travel documentation and the name & phone number/email of a contact person whilst abroad.
- If the child/ren do not return at the agreed time, Children Missing Education enquiries might be made and further investigations may take place regarding the child/ren’s whereabouts. In extreme circumstances this could result in the child/ren being removed from the school’s roll.

Parent/carer’s signature		Date	
Parent/carer’s name			
Parent/carer’s address			

Important Information for Parents/Carers – Please Read

The law does not grant parents and carers the automatic right to take their child out of school during term time. Only exceptional circumstances warrant an authorised leave of absence.

If seeking permission for exceptional circumstances leave of absence, the parent/carer 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/carers 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/carers 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 parents and non-resident parents 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 but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents/carers 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 is £60 (per parent, per child) payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay may result in prosecution.)
2. **Prosecution.** Prosecution under s444(1) of the Education Act 1996 could result in a fine of up to £1000 (per parent, per child).

School Office to complete

Date form received	School Office	
	Comments (if any)	

Principal to complete

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

School Office to complete

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