

Request for a leave of absence due to exceptional circumstances

(Please read the notes on the back of this form before you fill it in.)

Section A

Child's name: _____ Class or tutor group: _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

Is this your only request for a leave of absence this year? Yes / No

Why are you planning to take your child(ren) out of school during term time? Please include any information you would like us to consider.

Section B – please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.

Name of parent or carer whose job affects when you go on holiday:

Name and address of employer: _____

Job title: _____

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

Section C

I have read the attached notes. The information I have given on this form is correct:

Signature of parent of carer: _____ Date: _____

Section D – for school use only

Request approved/not approved: _____ Date: _____

Above 95%

☐

Homework project attached

☐

Homework project returned to classteacher completed

☐

Principal's signature: _____ Date: _____

Notes

Planning Time Out

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Absence During Term Time

The Government recommends that family holidays are taken outside school terms. Principals will sometimes give permission for a pupil to take time out during term time. The Principal will consider the reasons for the absence request, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The Principal will not normally give permission simply because holidays cost less during term time.

The Principal will not normally give permission for more than 10 days' absence in any school year. Only in exceptional situations will the Principal give permission for a longer absence.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a penalty of £60 if paid within 28 days or £120 if paid after this but within 42 days. Failure to pay the penalty notice may result in Court action.