



# LEAVE IN TERM TIME REQUEST FORM

## Before requesting leave in term time you need to think about:

- The lessons your child will miss
- The difficulty your child will have in catching up
- The effect it will have on your child's friendship groups
- The effect it will have on how well your child performs in school

### For your information:

- Leave can only be granted if the request is made before the leave takes place and the pupil had an attendance level of at least 95% (KS2) / 90% (KS1) during the previous academic year unless there are special circumstances.
- Leave cannot be agreed at certain times of the year. Please see the 'Term and Holiday Dates' leaflet for details of when leave will NOT be authorised.
- Your child does not have the right to take leave during term time.
- The School can refuse permission for your child to take leave during term time.
- The School cannot legally approve more than 10 days' holiday leave in an academic year unless the Headteacher agrees that there are exceptional circumstances.
- If you remove your child for unauthorised leave the Headteacher may ask the Education Welfare Service to issue a Penalty Notice, which carries a fine of £50 to £100 per parent per child.
- The School will consider the following before authorising leave during term time:
  - \* The reason for the request and the time/duration of the leave
  - \* Your child's age
  - \* Your child's attendance record

### Please complete and return to the School Office at least one week before the proposed leave

Name(s) of child(ren): ..... Class(es): .....

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Date of leave: .....

Dates of leave already requested this academic year: .....

Please provide a detailed reason why the leave MUST be taken during term time:

Signed: ..... (Parent/Carer) Date: .....

**Note: Leave is not authorised until signed confirmation has been received from the Headteacher**

### FOR SCHOOL USE ONLY

Permission granted: YES / NO

Reason if refused:

**Attendance achieved during previous academic year**

.....%

.....%

.....%

.....%

Signed: .....

Date: .....

**Headteacher**