

# 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:

- The Education (Pupil Registration) (England) Regulations state that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**.  
*A list of what does and does not constitute exceptional circumstances is available on our school website or from the School Office.*
- All term time holiday/leave requests must be submitted to the Headteacher with the exceptional circumstances fully explained. In order to make the decision whether to authorise leave or not, parents/carers may be asked to provide evidence supporting their circumstances.
- Parents/carers need to be aware that Penalty Notices can be issued per parent, per child for unauthorised absence from school, for unauthorised leave taken in term time and/or for pupils stopped during a Truancy Patrol (£60 if paid within 21 days; £120 if paid within 28 days as at 1 September 2018) in line with the Education (Penalty Notice Regulations) England 2013. The Council's Safeguarding and Social Inclusion Service will issue Penalty Notices on behalf of the Police, the Local Authority and the School.

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

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

.....

.....

.....

.....

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 (continue overleaf in necessary):

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

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

### FOR SCHOOL USE ONLY:

After careful consideration of your request:

Leave not authorised - Penalty notice not to be issued on this occasion

Leave not authorised - Consideration will be given to issuing Penalty notice if leave taken  
*(see details above)*

Leave authorised

Comment:

Signed: ..... (Headteacher) Date: .....