



## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

To: The Head teacher,

I, the undersigned, being the parent / carer of:

Name(s): \_\_\_\_\_ Date of Birth(s) \_\_\_\_\_

Tutor Group(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Request permission that he / she be granted \_\_\_\_\_ days leave of absence from school for the reasons stated below.\*

First day of absence (date): \_\_\_\_\_ Date of return to school: \_\_\_\_\_

\*Please fully explain the **exceptional circumstances** that you would like the Head teacher to consider for this leave of absence application (*continue on a separate sheet of necessary*).

### ***Declaration (Please read the notes on the back of this form)***

*I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without prior authorisation of the Head teacher.*

Signature of Parent / Carer : \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **Important information for Parents/Carers**

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning that have missed, which may ultimately have a detrimental effect on their future progress.

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time. Amendments to DfE Attendance Regulations, state that from September 2013, Head teachers may **not** grant any leave of absence during term time (**including family holidays**), however Head teachers may consider individual requests to authorise a leave of absence **in exceptional circumstances**. Head teachers can determine the number of school days a child can be away from school **IF** the leave is granted.

The Head teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent/carer submitting the request to provide sufficient information and evidence on order to establish this fact.

The request for an authorised leave of absence must be made in advance. The school would appreciate the form to be submitted at least 2 weeks in advance of the requested date(s) of absence. The Head teacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence and authorised by the Head teacher, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused the absence will be recorded as unauthorised. The Head teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you. The Head teacher will take into consideration your child's overall school attendance when making this decision.

**A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days.**

**If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.**

**Where there is more than one child, each parent\* may be issued with a Penalty Notice in respect of each child.**

\*The Education Act 1996 defines a parent as all natural parents, whether married or not and includes any person who, although not a natural parent, has a responsibility for the care of the child. This means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in Education Law.

***Completed forms should be returned to the Head teacher's PA, St Thomas More R C Academy, Lynn Road, North Shields, Tyne and Wear. NE29 8LF.***

**You will be advised of the Head teacher's decision in writing.**