



Learning without Limits

## TERM TIME LEAVE REQUEST FORM

- Parents do not have the automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance. We request the form overleaf is used for this purpose.
- Applications must be made by the adult with parental responsibility 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 for leave, please complete the details below and return to the school office. Any absence which has not been agreed in advance by the Principal will be marked as an 'unauthorised absence' and may result in a request of a fixed Penalty Notice (fine).

Child's Name	
Child's Class	
Child's date of Birth	
First day and date of absence	
End day and date of absence	
Return Date to School	
Total Number of Days Requested	
The <b>exceptional</b> reason why the absence needs to be taken in term time is because <i>(continue on separate sheet if necessary)</i>	
Please detail any sibling(s) and the school(s) they attend	

### I/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).
- I am aware that if my child does 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 exceptional circumstances this could result in the child/ren being removed from the school's roll.

Parent's signature		Date
Parent's name		

## Important Information for Parents/Carers – Please Read

**The law does not grant parents the automatic right to take their child out of school during term time.**

- 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 and non-resident parents/carers who may both be subject to legal sanctions if their child fails to attend school regularly.
- 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'.
- Only exceptional circumstances warrant an authorised leave request during term time.
- If seeking permission for an exceptional circumstance leave of absence, the parent/carer should complete a Term Time Leave Request form. The request should be submitted as soon as it is anticipated, and wherever possible, at least four weeks before the absence. Leave cannot be approved retrospectively.
- The school will consider each application individually, considering the specific facts and circumstances. Parents 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 period of leave in term time is granted, the school will determine the number of days the pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.
- Unauthorised absence from school can result in a number of different outcomes for parents/carers and children. Each case is considered individually.
- A pupil's unauthorised absence from school could result in the request for the Local Authority to issue a Fixed **Penalty Notice**. The penalty is £60 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

### Academy Office to complete

Date received	
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### Principal to complete

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

### Academy 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)			
Number of Days			
Register Coding			
Letter Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signed		Print Name	