



# LEAVE FROM LEARNING REQUEST (INCLUDING HOLIDAYS DURING TERM TIME)

## FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for an absence during term time. Before such authorisation is given please complete the form below and return to the School Office.

Completion of the form does not guarantee the absence will be authorised.

Name[s] of Child[ren] \_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_

Date of requested absence: From: \_\_\_\_\_ To: \_\_\_\_\_

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF THIS IS A HOLIDAY REQUEST, PLEASE OUTLINE THE EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL CLOSURE PERIOD:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of parent/carer making request: \_\_\_\_\_

Is there anyone else with parental responsibility? They need to countersign below:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Does the child have any other siblings at **High School**? If so, please state which school: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**TAKING YOUR CHILD ON HOLIDAY WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE HOLIDAY REQUEST HAS BEEN REFUSED.**

**WHAT THE LAW SAYS:** Parents should not take pupils on holiday in term time. School will only consider holidays in term time where both:

- The application is made to the Head Teacher in advance of the holiday by a parent the child normally lives with and countersigned by the other parent
- There are exceptional reasons for needing to take the holiday.

Applications should be made as far in advance of the absence as possible.

### For Completion by School:

- AUTHORISED:** The School agrees to your child being absent from school on the specified dates.
- UNAUTHORISED:** The School does not authorise your request for leave in term time.

Number of school sessions missed ( 1 day = 2 sessions):

Reason absence declined:

SIGNED ..... Head Teacher Date.....

Copies to: Parent/Pupil File/LM

## HOLIDAYS IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you take your child on holiday in term time without the prior approval of the school, you may be liable for a Fixed Penalty Notice per parent per child, in accordance with The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

**As a parent/carer, you can demonstrate your commitment to your child's education by taking your holidays during school closure periods**

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect overall progress and assessment or test results.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, and may also find it difficult to renew friendships with their classmates.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> <li>• Closeness to assessments, exams or tests.</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school without an adequate, truthful explanation, it will be recorded as an unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as a significant illness. In these circumstances it is up to the parent to inform the school, as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Children, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are <b>special circumstances</b>. Holiday prices, family circumstances and the fact that the parents have booked a holiday before checking with the school, are not special reasons.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible. An appointment card / letter must be provided)</li> <li>▪ Days of religious observance</li> <li>▪ Exceptional circumstances, such as bereavement</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ For any type of shopping</li> <li>▪ Looking after brothers, sisters or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night or returning from holiday</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Sacraments being received in another country</li> <li>▪ Lack of adequate child care resulting in child having to go with parent</li> <li>▪ Passport applications / Embassy visits</li> </ul>
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**The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help and support your child in not missing any of this valuable time.**

**We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.**