Term Time Leave Request

You must get permission from the Principal if you want to take your child(ren) out of school during term time.

- The law does not give parent and carers an automatic right to take their child(ren) out of school in term time.
- The parent/carer who the child(ren) normally lives with must make the application to the Principal in advance, wherever possible, at least four school weeks before the intended absence.
- 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, please complete this form and return it to the school office.**

Any leave of absence which has not been agreed by the Principal will be marked as unauthorised and may result in a penalty notice (fine) or a prosecution.

I request permission for (child(ren)'s name, date(s) of birth and class/tutor group(s)):	

to be authorised as being absent from school from: _____ (date of first day of absence) to _____ (date of last day of absence). Returning to school on _____.

The **exceptional** reason why the absence needs to be taken in term time is because *(continue on separate sheet if necessary)*:

I understand that:

- Any absence which has not been agreed by the Principal will be marked as unauthorised and may result in a penalty notice (fine) or prosecution.
- If a pupil has an extended period or repeated periods of unauthorised absence, a penalty notice may not be issued, and the case may be referred for court action.
- If the child(ren) do not return at the agreed time, Children Missing Education enquiries might be made, and further investigations may follow. In extreme circumstances this could result in the child(ren) being removed from the school's roll.

Parent/carer's signature		**Date**	
Parent/carer's name			
Parent/carer's address			

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Important Information for Parents/Carers – Please Read

The law does not give parents/carers the automatic right to take their child(ren) out of school during term time for holidays or other absence such as trips and visits. The academy will only authorise leave of absence if satisfied the reason is exceptional.

Parents/carers should not plan to take their child(ren) out of school unless they have made a request to the academy and the academy has given permission. The request should be made by the parent/carer who the child(ren) normally lives with.

Parents must complete a Leave of Absence Request form as soon as possible; and wherever possible, **at least four school weeks** before the intended absence. The absence should be for the shortest time possible. The academy may ask for additional information to support the request. The academy will respond to requests within **10** school days of receipt, by contacting the parent/carer who made the request, by telephone or in writing. Any telephone agreement or refusal will also be confirmed in writing (usually by email). If a parent/carer needs to make an urgent request for leave, they should contact the academy by telephone and speak to office staff in the first instance. The academy will aim to give a verbal response as soon as possible, and this will be followed up in writing.

The academy will consider the circumstances of each case. If a leave of absence is agreed, the Principal will decide how many days will be authorised. If the pupil is absent for more days than were agreed, the remaining days will be unauthorised, unless the school agree the additional absence is also exceptional. Any leave of absence which has not been agreed by the academy will be recorded as unauthorised absence.

All biological parents, any person who has parental responsibility for a child and any person who lives with and looks after a child may be subject to legal action for a child's unauthorised absence. Unauthorised absence may result in one of the following:

1. **First penalty notice (in a 3-year rolling period)**. The penalty is £80 per parent, per child, payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. (Failure to pay a penalty notice will usually result in prosecution.)
2. **Second penalty notice (in a 3-year rolling period)** The second time a penalty notice is issued to the same parent for the same child the amount will be £160 per parent, per child (if paid within 28 days). There is no reduction in the amount if the penalty is paid early. (Failure to pay will usually result in prosecution.)
3. **Prosecution**. Local authorities (LAs) **cannot** issue more than two penalty notices to the same parent for the same child, in a rolling 3-year period. Should a third offence of unauthorised absence for the same child be committed during the 3 years, the LA may prosecute the parent/carer(s). As penalty notices are an alternative to prosecution, the LA may decide to proceed straight to prosecution instead of issuing any penalty notice. More information about prosecutions can be found on our academy website or ask the school for printed information.

Date received	Academy office comments (if any)	

Principal to complete

Absence authorised?	**Yes** ☐ **No** ☐				
Comments					
Signed		**Print name**		**Date**	

Date letter sent/given to parent/carer confirming decision:					
Letter via:	**Post** ☐	**Handed to parent** ☐	**Email** ☐	**Other (please state)**	
Comments					
Signed		**Print name**		**Date**	