



REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

Please note that this form can only be completed by the parent with whom the student resides.

You will be informed in writing of the decision that has been made with regard to the request.

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FOR COMPLETION BY PARENT/CARER

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Student Name: _____ Form: _____

Dates of Leave of Absence (please list all the dates for which you are requesting leave of absence):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Please give full reason(s) for requesting leave of absence in term time

Are you requesting leave of absence for any other sibling: Yes No

If Yes please complete the following:

Student Name:

School:

Year Group:

Signed: _____ (Parent/Carer) Date: _____

Please return to Mr Chris Leigh (Assistant Headteacher).

Taking your child out of school without the permission of the Academy may result in the Academy requesting the local authority to issue a fixed penalty notice to each parent/carer for each child.

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	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their children's regular attendance

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For Completion by School:-

Authorised

REGISTER CODE H

Unauthorised

REGISTER CODE G

If holiday unauthorised reason why

Signed: _____ Date: _____

**Copy to: Parent/Carer
Pupil File
Local Authority**