

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

Any absence from school will disrupt your child's learning. Please consider writing to your MP to campaign for the cost of holidays during authorised dates to be the same price as holidays taken during term time.

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid.

You need to request a leave of absence by completing the form on the reverse of this notification. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

**All unauthorised absences, including holidays that have not been sanctioned by the headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.** All leave of absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be taken into account:-

- Reasons given for the holiday;
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests)
- Whether your child is making good progress.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Head Teacher

Pupil Name .....Class .....

Date of first day of absence .....am or pm      Date of return to school .....am or pm

Number of school days that your child will be absent from school .....

Please detail the exceptional circumstance for which you are requesting leave of absence

[Empty box for detailing exceptional circumstances]

*I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within 21 days and £120 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.*

Name(s) of Parent/Carer (s) making application .

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Signed ..... Dated .....

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete:  AUTHORISED  UNAUTHORISED      a) b) c) d) (refers to categories below)

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This slip to be returned to parents

\*\*\*\*\* **School - Request for a Leave of Absence During Term Time** \*\*\*\*\*

Dear.....,

Child's Name..... Class.....

Your request for absence on the following dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ =.....days, has been

considered and is  AUTHORISED  UNAUTHORISED

- a) Their attendance is currently:.....
- b) The request **does/does not** meet the criteria for 'exceptional circumstances'
- c) They are **making/not making** good progress towards their end of year targets.
- d) They **are/are not** being prepared for or taking tests during the absence

Please note: An **unauthorised** absence may be reported to the Local Authority and a Penalty Notice may be issued

Signed                      Head Teacher                      Date \_\_\_/\_\_\_/\_\_\_