

Request for Leave of Absence During Term Time
(Exceptional Circumstances only)

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that the Head Teacher should determine the number of school days a child can be away from school if the leave is granted.

Name of pupil/s			
Date of Birth			
Year/Class			
Address			
Contact Number			
I request permission for my child/ren to be absent from school between:			
First day of absence		Last day of absence	
Date returning to school		Number of school days requested	
Reason for request of absence explaining the circumstances you would like the Head Teacher to consider (use separate sheet if required.) This form should be completed by the person with parental responsibility.			
Request for Leave of Absence has been granted			
Request for Leave of Absence has NOT been granted for the following reason(s).		Unable to authorise holidays in term time.	
Signed by Executive Head Teacher/Head Teacher			
Date			

Fixed Penalty Fines: £60 per child per parent/guardian could be issued by the Local Authority in certain cases e.g. taking holidays during term time, holidays taken during the month of September, having unauthorised absence, being stopped during truancy sweeps or being in attendance procedures.

Declaration: I have read and understood the information overleaf and am aware of the possible consequences should I take the leave of absence without prior authorisation of the Head Teacher

Signature (Parent/Guardian).....Date.....



HOLIDAYS IN TERM TIME

The Law says that parents do not have the right to take their child out of school for holidays during term time.

All schools in Redcar and Cleveland have agreed the following procedures: -

- ◆ If your child is absent from school due to a family holiday this will be recorded as unauthorised and may result in a referral to the Local Authority.
- ◆ The school can also decide to withdraw your child's place from that school and this could result in your having to apply to a different school for your child.

You should consider

- ◆ What it will mean for your child to miss lessons.
- ◆ The problems your child might experience because you decide to take a holiday during term time, **especially:**
 - close to exams or tests, for example Standard Attainment Tests (SATs)
 - during the first year at a new school
 - at the beginning of a new school term
 - if your child is already having difficulties in school
 - if your child has already missed school for other reasons

Your Request:

If you decide to still make a request, which must be for the purpose of an annual family holiday, you should:

- ◆ Complete the Application for Leave of Absence request form.
- ◆ Give one month's notice, where possible.
- ◆ Be a parent with whom the child normally resides.
- ◆ Agree not to make multiple or conflicting requests when applications are made by separated parents or other relatives, such as grandparents. This will not be considered a reason to ask for additional holidays in term time.

The Decision

Removing your child from school to take a family holiday will be recorded as **unauthorised** and referral made to the Local Authority.

This may result in a penalty notice being issued to the parents of the child.

The unauthorised absence will be noted on your child's Record of Achievement.

In these circumstances, the school is required to inform the Education Welfare Service. The Attendance and Welfare Manager will consider ALL the circumstances and a Penalty Notice may be issued. A Penalty Notice is a fine of £60, if paid between 1-21 days after issue, increasing to £120 if paid between 22-28 days. Penalty Notices are issued to parents for each child taken out of school for an unauthorised holiday.

