

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 Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances” as any absence from school will disrupt your child’s learning.

You may consider that an absence (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 absence 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 head teacher, 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 faithfully,



Executive Headteacher

Examples of Exceptional circumstances (taken from statutory guidance):

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child’s rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, consultation will be made with the LA Inclusion Officer for Attendance.

Please note: Evidence may be required in each case.

Exceptional Circumstances Absence Request Form

Student Name Year Form

Date of first day of absence __/__/20__ am/pm Date of return to school __/__/20__ am/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

//We 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 __/__/20__

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

School use only		
Date form received	No of school days absence requested	% Attendance
Exceptional Circumstances criteria met	YES/NO	
Examination/Tests /preparation	YES/NO	
Making Good Progress	YES/NO	

Absence authorised Code ____
 Absence unauthorised
 Signed _____ Headteacher