

**LEAVE OF ABSENCE IN TERM TIME**

Parents no longer have a legal right to take their child out of school for a family holiday and the Headteacher can only permit holiday leave during term time in exceptional circumstances. (Circumstances that might be considered exceptional enough to remove a child from school during term time would include: overseas service of a parent/carer or essential and unavoidable commitments that make taking a holiday during school holidays impossible.)

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 5 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

**The Government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court. If students are absent for 10 consecutive sessions (one week) of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time it may result in a Fixed Penalty Notice.**

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid a further notice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

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I wish to ask for leave of absence for (Pupil Name).....  
in Form.....for .....school days.  
From (first day of absence).....to (last day of absence).....

Details of the exceptional circumstances which have led us to make this request for leave are detailed below:

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I understand that if this holiday meets the criteria, it will count as Authorised Absence. Under no circumstances will absences for family holidays in term-time be authorised after they have happened.

If authorised I will ensure that she/he will complete all the work missed during this period and will attend any additional classes necessary to ensure that she/he has a clear understanding of the work.

Name.....

Signature..... Date.....

**Please return this letter to Reception or the Admin Office for approval at least three weeks before the proposed leave. The form will not be authorised if it has not been signed by the parent/carer of the student.**