



APPLICATION FOR TERM TIME LEAVE

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **10 days** before the first date of the period of leave being requested. Including a current contact email address. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Whilst we are aware and understand the difficulties some parents have in planning holidays, we currently must follow the national and local authority guidelines and as the reason for absence is not considered to be an exceptional circumstance, the absence will be unauthorised.

The following are examples of the criteria for leave of absence, which **may** be considered as 'exceptional':

- Service personnel returning from active deployment. Evidence must be provided.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis. Evidence must be provided.

Please note that in the case of an unauthorised holiday, the Local Authority will be notified, and a Penalty Notice may be issued or it may be considered appropriate to refer the case to court.

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances, which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.



APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Name of pupils			
Class(es)			
Address			
Contact number			
Email address (You will receive your response via email within 6 weeks)			

From:		To:		Total number of school days:	
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Exceptional circumstances for term time leave request:

(This section must be answered with regard to the guidance on the previous page. Evidence must be provided when the request is made.)

Signature of parent / carer:			
Date:			

School Use Only

Seen by Headteacher (signature)			
Date:			
Decision reached:			
Date reply returned:			