



### Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time.

Statutory guidance from the Department for Education, makes it clear that Headteachers are not permitted to approve term-time holidays. The guidance allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

The fundamental principles for defining ‘exceptional circumstances’ are that they are ‘rare, significant, unavoidable and short’. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the absence is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence, this **will be recorded as unauthorised leave.**

Any unauthorised leave taken that includes 10 sessions in 10 weeks, will result in a Penalty Notice. **The law clearly expects Headteachers to enforce these penalties strictly.**

The penalty amount is £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period, the fine is £160 and there is no option to pay the fine at a reduced rate.

Parents may be fined, and this applies to each child who is absent. For example, if two adults take two children out of school, the total fines would be £640 (reduced to £320 for a first offence paid within 21days).

**Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child; any person who has care of a child, ie lives with and looks after the child.**

If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least ten school days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely  
Gemma Kydd  
Head Teacher



**Request for a leave of absence during term time**

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Pupil's Address \_\_\_\_\_

Date of first day of absence \_\_\_\_\_ Date of return to school \_\_\_\_\_

Number of school days that your child will be absent from school \_\_\_\_\_

*If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.*

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

**I understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.**

Name(s) of Parent/Carer(s) making application: **Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child; any person who has care of a child, ie lives with and looks after the child.**

Dr/Mr/Mrs/Miss/Ms Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Dr/Mr/Mrs/Miss/Ms Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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

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For school to complete and copy retained: AUTHORISED / UNAUTHORISED (please delete as necessary)