



Request for Exceptional Leave During Term-Time





Regular attendance at school is vital to help children achieve and get the best possible start in life.

- Children must attend school regularly to achieve their potential.
- Children who miss out on school can feel vulnerable and left behind.
- Family requested absence in term-time is very disruptive and can seriously affect your child's education.
- On average, children who miss 17 or more days in a school year lose one full grade in their GCSE's.
- Unauthorised absence can lead to a fine.

The Law

All children between the ages of five and sixteen are required by law to receive an education, and it is the duty of parents and carers to ensure that they do.

By law, parents must ask permission for their child/ren to miss school in advance. If not, they risk being issued with a penalty notice. When a school doesn't give permission, the absence is unauthorised and will be recorded on your child/ren's register.

Our Policy

Requests for absence in term-time will only be authorised in exceptional circumstances.

Absence in term-time will only be authorised if parents or carers make a request to the school in advance on the appropriate form and can show that there are exceptional circumstances as to why the leave has to be during school time. **The cost, convenience or availability of a holiday will not be considered to be an exceptional circumstance.**

Absence for religious observance may be agreed by the Head Teacher, but will not exceed two days in any school year.

Parents or carers who repeatedly take their children out of school without permission may be issued with a penalty notice and face possible prosecution in court.



Section 1: To be completed by parents/carers

Child 1: Full Name

Date of Birth:

Year Taught In:

Attendance:

Child 2: Full Name:

Date of Birth:

Year Taught In:

Attendance:

Child 3: Full Name:

Date of Birth:

Year Taught In:

Attendance:

Parents/Carers Details:

Name:

Telephone Number:

Address:

Postcode:

Information about the request:

Please give reasons why you are requesting leave:

Have you read and understood the school's exceptional leave/attendance policy? Yes/No

Has your child already taken exception leave during term time this academic year? Yes/No

If your child has had exceptional leave approved during this school year, please state the number of days you have previously taken.

Please circle 'yes' to confirm that you are aware that unauthorised leave may result in a penalty notice fine.

Yes/No

Length of Absence:

From (date):

To (date):

Emergency telephone contact:

Parent/Carer Signature:

Section 2: To be completed by school

Is the leave requested during September? Yes / No	
Would the length of absence cause the pupil to be a persistent absentee? (approx. 5 days per term) Yes / No	
Would the child's absence exceed 10 days in this school year if taken? Yes / No	
Is the leave requested during any national testing or exam periods? Yes / No	
Does the request comply with the school's exceptional leave policy? Yes / No	
Has the parent confirmed they understand that if the request is declined, they could receive a fine? Yes / No	
Absence Approved: Yes / No	Reason:
Signature:	Date: