

# REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006  
 Education (Pupil Registration) (England) (Amendment) Regulations 2013



The 2013 amendments to the 2006 regulations explain clearly that **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

<b>Name of Pupil</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Class</b>	
<b>Contact Numbers</b>	

I request permission for my child to be granted leave of absence from school between:-

<b>First Day of Absence</b>	
<b>Date of Return</b>	
<b>Total School Days</b>	

Details of sibling(s) from another school who will also require leave of absence:

<b>Name of Pupil(s)</b>	
<b>School Attending</b>	

Please indicate below the reason for this request:

<b>Family holiday</b>	
<b>Special event (please specify below)</b>	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider in the box over page. **Please provide any supporting evidence or documentation to support exceptional circumstances at the time of holiday request as this will not be considered at a later date.**

If your request is because you can only take holiday at this time because of work you must provide **written confirmation from your workplace on letter headed paper.** This must be provided at the time of the request. Please note that the cost of the holiday cannot be considered an exceptional circumstance. If there are no special circumstances please write 'None'. *(Continue on a separate sheet if necessary).*

## **Exceptional circumstances**

### **Declaration**

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

**Signature**.....  
Parent/Carer(s)

**Date**.....

### **Important Information for Parents/Carers**

Under The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law does however allow Head Teachers to consider individual requests to authorise a Leave of Absence in Exceptional Circumstance(s).

The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made.

If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued. This is the Head Teacher's decision.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.

Each parent/carer may be issued with a Penalty Notice in respect of each child.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.