

..... (School/ College)
Parent request for a leave of absence from school in term time.

1. Parents wishing the school to consider granting leave of absence to go away on holiday in school term time should read these notes carefully and then complete and send to the headteacher the tear off request form below. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the holiday departure date to allow sufficient time for appropriate consideration.
2. The granting of leave of absence to go away on holiday in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any holiday in term time, the LA and the school do not regard the granting of up to ten school days leave of absence in any school year as any kind of norm. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that family holidays should not be taken in school term time. Where such requests are made, the reasons should be **exceptional** or **special circumstances** for the leave to be granted.
3. Requests for leave of absence for more than ten school days in any school year will only be considered where, as the Regulations specify, there are clear **exceptional** circumstances as the reasons for them.
4. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of: -
 - the **special** or **exceptional** circumstances stated that have given rise to the request;
 - the age of the child
 - the stage of the child's education and progress and the effects of the requested absence on both elements;
 - the overall attendance pattern of the child;
 - the nature of the trip;

School staff will discuss these matters before making their decision.

- a grant of leave of absence may be refused if the child's attendance is already low. Any child with attendance below 90% is monitored by the school and a referral may be made to The Attendance Support Team as a matter of course;
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
5. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
 6. Where requests for a grant of leave of absence are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
 7. Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no

information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost.**

8. Should the School decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 28 days. Failure to pay the £120 fine within the period 29 to 42 days may lead to Court proceedings.

To: The Headteacher (School)
Date.....

I request consideration of a grant of leave of absence from school in order to go away on holiday in term time for:

my child (full name)

for the period from (date) to (date)

(N.B. save in **exceptional** circumstances this should not be for ten school days or more in any school year)
The **special / exceptional** circumstances and reason for this request are: -

.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))School(s) attended

.....
.....

(Signature of 1st Parent/Carer(s) Print Name.....

(Signature of 2nd Parent/Carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

FOR OFFICE USE ONLY

CURRENT ATTENDANCE.....% LAST YEAR'S ATTENDANCE.....%
NUMBER OF SCHOOL DAYS TAKEN AS HOLIDAY SO FAR(THIS ACADEMIC YEAR)

AGREED / NOT AGREED

Request for leave is agreed / is not agreed for the above student to take holiday during term time between the above dates.

Signed Date

Notification of decision: Date letter sent to parent

School Letter Holiday Not Agreed

(Parents name and address)

Date

Dear (Parents name)

(Childs Name and Date of Birth)

Thank you for your letter dated (date) requesting permission for (pupils name) to be absent from school for (number of days), (dates), for the purpose of a family holiday.

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take holidays in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance. **Therefore, if the absence occurs the dates will be unauthorised.**

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised holidays may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 28 days. Failure to pay this fine may lead to court proceedings.

Our key priority is to ensure that (pupils name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that holidays should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupils name) attendance for this academic year.

The Head Teacher has been fully consulted in relation to this holiday request and fully supports the decision made.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

(Name)

(Job Title)