**REQUEST FOR LEAVE DURING TERM TIME**

**I wish to apply for my child to be granted term time leave. I understand that this will result in my child missing part of their education.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Child Name:** | | | | **Class:** | |
|  | | | |  | |
| **Name of Parent(s)/Carer(s):** | | **DOB:** | | **Address:** | |
| **1.** | |  | |  | |
| **2.** | |  | |
|  | | | | | |
| **First date of absence:** | **Last date of absence:** | | **Return Date:** | | **Number of school days missed:** |
|  |  | |  | |  |
|  | | | | | |
| **Reason for requesting term time leave:** | | | | | |
|  | | | | | |

**To be completed by the school:**

|  |  |
| --- | --- |
| **Your request has been authorised:** | 🞎 |
| **Your request has NOT been authorised** | 🞎 |

**If your child fails to return to school within 10 days of the return date stated above, their name may be removed from the school roll.**

**If your request for term time leave has not been authorised and you take your child out of school during term time, you may be subjected to a fixed penalty notice and fine.**

Signed: ……………………………………………………………………. Headteacher Date ……………………………………….

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| Date received: |  |
| Attendance % for the school year: |  |
| % of unauthorised absences to date: |  |
| Total authorised term time leave this school year to date: |  |

1. The decision to grant the request is for the school, not the Local Authority or the parent. Only schools can authorise absences.
2. There is no requirement to authorise just because a request has been made.
3. The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time on behalf of schools and academies.
4. No parent can demand leave of absence for the purposes of a holiday **as a right**.
5. Any request for leave must be made 4 weeks in advance.
6. Holidays cannot be authorised retrospectively.
7. If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
8. If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
9. The circumstances of each individual request will be taken into account.  The following factors may be relevant but this should not be regarded as a comprehensive list:

* Parent's workplace holiday arrangements if supported by a letter from employer;
* The overall attendance of the child for the previous academic year or 3 terms;
* If taking leave of absence would have a negative impact on pupil progress;
* If a previous holiday has been taken in the same academic year;
* Timing of assessments;
* The reason given by a parent for requesting leave of absence in term time.

