



Together we succeed; Today we achieve.

# Request for Child's Leave of Absence During Term Time

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave of absence must come from a parent with whom the child normally lives.

**Holidays during term time are NOT classed as exceptional circumstances and will not be authorised. Unauthorised absences are referred to the Trust's Education Welfare Officer and may result in a £60/120 fine, per parent, per child.**

Where leave of absence is taken without authorisation, a warning letter or penalty notice may be issued, depending upon the individual circumstances of each case. If a child's attendance is below 95% in the previous 12 months prior to the leave of absence being taken, a penalty notice is likely to be issued.

When deciding whether to allow term time leave the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed.

A copy of the schools Leave of Absence Policy can be found on the school website at newmarskeprimary.co.uk. A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence for the purpose of a family holiday ('G' code)**

*This form should be completed by the person with parental responsibility for the child and submitted to the Head teacher before any leave is taken).*

<b>OFFICE USE ONLY</b> Attendance Figures	
Previous 12 Months _____%	
Previous 12 Months _____%	

Name of Pupil: ..... Class: .....

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Reason for leave of absence: .....

Please attach any relevant documentation which supports your request.

Dates of absence: from ..... to ..... (inclusive) Number of School Days: .....

My child/ren will return to school on the following date .....

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form signed and dated to Miss Richmond, within four school weeks of the proposed leave where possible.

### FOR OFFICE USE:

Name of Child/ren \_\_\_\_\_

The head teacher authorises the request for leave of absence on the specified dates for the above child/ren due to exceptional circumstances.  
Dates \_\_\_\_\_

The School does not authorise your request for leave of absences due to the following reason.  
\_\_\_\_\_

Signed .....Head Teacher Date .....

A letter / email confirming this decision was sent to each parent on .....