



Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name:

Year:

To be authorised as absent from school (please include dates and time):

first day of absence

last day of absence

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements.

Section C I am the parent/carers with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carers): Date:

PTO

Holidays in term time

Important: please read carefully the information below.

Warning: If you take your child on holiday in term time without the prior approval of the school, you may be issued a £80/160 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by taking your holidays during school holidays.

The Facts	The Law
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle, particularly with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>What you should consider There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> • Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9). • During the first year at a new school. • At the beginning of a new school term. <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £80/160 fine per parent, for each child.</p> <p>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness • Unavoidable medical / dental appointments (but try to make these after school if at all possible) • Days of religious observance • Exceptional circumstances, such as bereavement • Seeing a parent who is on leave from the armed forces • External examinations • When Traveller children go on the road with their parents where the school is informed beforehand 	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1 September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</p> <p>Other absence from school will not be authorised:</p> <ul style="list-style-type: none"> • For any type of shopping • Looking after brothers, sisters or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives • Because holidays are cheaper in term time • More than one day for a family wedding.

Please contact your child's Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.