



## **REQUEST FOR LEAVE DURING TERM TIME**

Dear Parent/Carer,

The **Education (Pupil Registration)(England)(Amendment) Regulations 2013** make clear that headteachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school **if** the leave is granted.

### **Exceptional Leave**

If you consider you have exceptional circumstances to request a leave of absence during term time, please complete the leave request form overleaf and return to the school office as far in advance of the requested leave period as possible. We will continue to support you and your families in times of crisis and all requests for leave during term time will be considered on an individual basis.

### **Holidays**

There is no automatic entitlement for any child to be granted leave of absence from school for the purpose of a family holiday. It is not acceptable to take your child out of school, during term-time, for occasional or family holidays as they interrupt a child's learning. We place a high priority on children acquiring a sense of commitment towards regular attendance at school.

Should you decide to take the requested leave, I must warn you that a referral may be sent to the Local Authority for the consideration of a Penalty Notice, as the absences during this period will be recorded as unauthorised.

Under section 444 of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are: £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

**If your child is leaving the UK for the leave period requested, please hand in a copy of your family's return flight bookings along with this form.**

Any absence from school will disrupt your child's learning; you may consider some absences to be educational but your child will still miss out on the teaching their classmates receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help your child catch up on missed work which then poses a potential risk of the under achievement of other students in the class. This is something we all have the responsibility to avoid. Don't forget that you have up to 13 weeks in a school year to go on holiday and your child's education is extremely important.

We hope you will support our efforts to raise attendance and attainment at Park Hill Infant School.

Yours sincerely,

Ms J Charman  
Headteacher

Mr S Dille  
Educational Welfare Officer



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If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school office as far in advance of the requested leave period as possible.

**If your child is leaving the UK for the leave period requested, please hand in a copy of your family's return flight bookings along with this form.**

Dear Ms Charman,

I wish to request leave during term time for the following child/ren:

<b>Name(s):</b>	
<b>Home Address (including post code) :</b>	
<b>Absence from (date):</b>	
<b>Absence to (date):</b>	
<b>Total number of school days:</b>	
<b>Date of return to school:</b>	
<b>Reason for request:</b>	

I understand that if the request is unauthorised the Education Welfare Service will be notified of the absence taken and a Penalty Notice could be issued. The Penalty Notice will be issued to each parent, for each child, and are: £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days. I understand that if I do not pay this may result in legal action.

Signed:

Date:

Print Name:

Relationship to Child: