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## Parent Request for Leave of Absence in School Term Time For Exceptional Circumstances only

As you know, pupils of school age must, by law attend school regularly. If your child is to be away from school you need to ask your child's school to approve the absence, which it will only do when there is a good reason. You cannot yourself authorise a child's absence.

Pupil's absence during school term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the subsequent lessons after their return. There is possible risk of under-achievement which we must all seek to avoid.

Schools are unable to authorise holidays in school term, unless there are **exceptional** circumstances. The school will consider every request for leave for a holiday individually.

The most important consideration is the effect an absence would have on your child's education. When considering the request the school will also take your child's attendance into account.

I would also inform you that should the school refuse a request for term time leave and your child is still taken out of school, this will be recorded as unauthorised absence, commonly referred to as truancy and noted in the child's record of achievement.

Please note that 10 days unauthorised absence in any term (or 18 days in one year) can result in a £60 fixed penalty fine for **each** child affected.

*Mrs A Norman*  
*Headteacher*

### Parent Request for Leave of Absence in School Term Time

Pupil/s Name/s .....Class .....

Dates Requested ..... until ..... Number of days .....

Reason for Request .....

#### Decision of the School:-

Number of day's absence in current Academic year .....

Number of days requested .....

This absence will be authorised on this occasion  YES

This absence cannot be authorised on this occasion  NO

*Mrs A Norman*  
*Headteacher*

