



S2 ABSENCE REQUEST FORM

PART 1: TO BE COMPLETED BY THE PARENT/CARER

Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. Only a Head Teacher can agree to grant leave of absence and **permission must be sought at least 20 school days in advance** and must only be for **exceptional circumstances**. To request leave of absence you must have Parental Responsibility and be the parent with whom the child normally lives. If you do not have parental responsibility and/or normally live with the child, you must seek the consent of the parent who does, and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave (i.e. whether there are exceptional circumstances)
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Learning that will be missed

WARNING: UNLESS YOU HAVE RECEIVED WRITTEN CONFIRMATION FROM THE SCHOOL THAT THE ABSENCE WILL BE AUTHORISED, YOU MUST NOT ASSUME THAT IT WILL BE. IF THE HEAD TEACHER REFUSES YOUR REQUEST AND YOUR CHILD IS STILL TAKEN OUT OF SCHOOL, THE ABSENCE WILL BE RECORDED AS AN UNAUTHORISED AND YOU MAY BE LIABLE TO A £80/£160 FINE. FINES ARE ISSUED TO EACH PARENT/CARER FOR EACH CHILD. IF YOU HAVE ALREADY RECEIVED A PENALTY FINE WITHIN A 3-YEAR ROLLING PERIOD, ANY FURTHER PENALTY NOTICES WILL BE CHARGED AT A RATE OF £160 WITH NO OPTION TO PAY A REDUCED RATE OF £80. PLEASE READ THE ADVICE OVERLEAF

To the Headteacher/Principal of School/College

I wish to apply for
Name(s) of Child(ren)DOB.....School.....
(Include siblings attending other
Schools)DOBSchool.....

to be authorised as being absent from school from to inclusive

Reason for request for absence during term time. If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Signature of Parent/Carer Date

Signature of Parent/Carer Date

PART 2: TO BE COMPLETED BY THE HEAD TEACHER/PRINCIPAL

Authorised The School/College agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___

Unauthorised The School/College does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods	

Signed..... Head Teacher/Principal

Date

HOLIDAYS IN TERM TIME. IMPORTANT: PLEASE READ 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. Both parents will be liable for a fine for each child taken on holiday during term time. In relation to education, s576 of the Education Act 1996 states that any person who has the actual day to day care and custody of the child such as a step-parent or partner, for example, is also included in the definition of a parent and will be liable for a fine. If you have already received a penalty fine within a 3-year rolling period, any further penalty notices will be charged at a rate of £160 with no option to pay a reduced rate of £80.

The Facts	The Law
<p>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 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 GCSE, and other examination courses. • 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>Please contact your child's Headteacher if you wish to discuss your reasons for requesting the absence</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time. Amendments to the Education (Pupil Registration) (England) (Amendment) Regulations 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>From 19th August 2024, changes to legislation have introduced a national threshold of 10 sessions of unauthorised absence that can trigger a penalty notice. There are 2 sessions in each school day.</p> <p>In exceptional circumstances a Head Teacher 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 the parent could be liable to a penalty fine or court action in relation to failure to ensure the regular attendance of their child.</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>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 be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness • medical / dental appointments (but try to make these after school if possible). If the medical appointment occurs in the morning or afternoon, your child is expected to attend school before or after the appointment. • Days of religious observance • Exceptional circumstances, such as bereavement • Seeing a parent who is on leave from the armed forces • External examinations • When the Traveller children go on the road with their parents where the school is informed beforehand 	<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.
--	--

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.