Request for leave of absence in term time due to exceptional circumstances

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Head Teacher. If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice.

If the leave is not authorised and the leave of absence is still taken and, for Dorset schools, is a leave of absence of 10 sessions (5 days) or more in a 12-week period. For Bournemouth, Christchurch, Poole schools, is a leave of absence of 10 sessions (5 days) or more or more than one period of absence is taken within any 12-month period and there are unauthorised absences of at least 10 sessions (5 school days) overall, the school will need to refer to the Local Authority who will then make the decision whether to issue a penalty notice.

Please note that once a request has been made to the Local Authority to issue a Fixed Penalty Notice you will not have an opportunity to discuss this matter further with the Local Authority. Any queries or discussions should be had prior to, or at the time of requesting the leave.

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

Section A – Request Details

I am making a request for my child _____

DOB:_____in Class _____ to be granted leave of absence in term time from _____ to_____ inclusive.

Section B- Siblings Details

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C

Sibling 1: _____ School:_____

Sibling 2: _____ School:_____

Sibling 3: _____ School:_____

Sibling 4: _____ School:_____

Section C – Supporting Statement

Please explain why you are applying for an authorised leave of absence during term time. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form.

Section D - Signature

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

Name_____ Signature _____ Date: _____

Address

Contact No

Section E (School Use Only)

- Request granted for ____ number of days between the following dates

  _____ and _____.

  Expected return date to school will be _____.

- Request not granted

- Request not granted. Fixed Penalty Notice may be issued.

Headteacher: Date: