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Head Teacher



Request for Leave of Absence During Term Time
(exceptional circumstances only)

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of Pupil/s	
Date of Birth	
Year/Class	
Address	
Contact Numbers	

I request permission for my child to be absent from school between:	
First Day of Absence	
Last Day of Absence	
Date Returning to School	
Number of School Days Missed	
Please fully explain the circumstances that you would like the Head Teacher to consider (continue on a separate sheet if necessary):	

Permission will NOT be granted:

- For general annual family holidays
- If the pupil is due to take a public examination during the time requested (SATS)
- If the pupil has an attendance level that is, or would fall to an unacceptable level should the absence go ahead

Fixed Penalty Fines: £60 per child per parent/guardian could be issued by the Local Authority in certain cases eg taking holidays during term time, having unauthorised absence, being stopped during truancy sweeps or being in attendance procedures.

Declaration: I have read and understand the information above/overleaf and am aware of the possible consequences should my child take leave of absence without prior authorisation of the Head Teacher.

Signature (Parent/Guardian)..... Date

Important Government Information for Parents/Guardians:

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent/guardian submitting the request to provide sufficient information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance and the Head Teacher may invite the parent/guardian into the academy to discuss the request before a decision is made.

If the circumstances relating to the request are considered exceptional and the absence is authorised by the Head Teacher, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

A Penalty Notice of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days period the Local Authority may prosecute for the offence to which the notice applies.

Where there is more than one child, each parent/guardian may be issued with a Penalty Notice in respect of each child.

As a parent/guardian you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which ultimately affects exam and test results.