



REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

(A separate application is required for each child)

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.

When deciding whether to allow term time leave the school will consider the reason for the absence and whether it is deemed to be an exceptional circumstance. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance. An application for leave of absence in term time should be made to the Head Teacher for the academy at which the child is on roll, by a parent with whom the pupil normally resides, giving at least one month's notice.

Ironstone Academy Trust requires an application for leave of absence in term time to be completed whenever a child is to be absent from school, for any reason, other than medical absence. This ensures the academy is aware of the absence and the appropriate safeguarding practice has been followed. Where the absence is for medical reasons, a letter, appointment card or similar is required for the absence to be authorised.

Name of Parent/Carer(s) with whom the child normally resides:	
Address of Parent/Carer(s) with whom the child normally resides:	
<i>By signing, you are agreeing to the application being made.</i>	
Signature:	
Date:	

Where leave of absence is taken without application, this will be investigated in accordance with the academy's safeguarding and child missing from education procedures and may involve a referral to the Local Authority Children's Services and the Police. Fines may be issued.

CHILDS DETAILS			
Name:		DOB:	
Address:			
Dates Requested:	From:	To:	
Reason for Request:			
Has an application for leave of absence been made to another school? If yes, please give the name of the school:			

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The exceptional circumstances will focus on:

- A recent serious illness/bereavement of an immediate family member.
- A member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- Restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Evidence of the exceptional circumstances will be required.

If your child is absent from school for 10 sessions over a 10-week period for the purposes of a holiday or an unauthorised absence, the Local Authority will issue a Fixed Penalty Notice.

Changes to Local Authority Penalty Notices

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be £160 per parent, per child when paid within 28 days, reduced to £80 per parent, per child when paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be £160 per parent, per child when paid within 28 days.

Third Offence, and any further offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance, a Penalty Notice will not be issued and the case will be presented to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child.

For Office use only. Please tick.			
Sessions of absence requested:		10 sessions of absence over 10 weeks threshold met?	
LEAVE AUTHORISED Exceptional Circumstance found:	<input type="checkbox"/>	LEAVE AUTHORISED Other Code:	<input type="checkbox"/>
REASON:		REASON:	
LEAVE DENIED Exceptional Circumstance NOT found:			
Head Teacher Signature:			
Date:			

A response to this request will be provided within 10 school days.

The Head Teachers' decision is final.