

Leave of Absence During Term Time Request Form

Full name of Student _____

Year Group: _____ **Date of Birth:** _____

DETAILS OF REQUEST FOR LEAVE			
Date of Departure		Date of return	
No. of School Days Absence		Destination	
Local emergency contact name		Emergency contact number	
Address resident at whilst on leave			
Please provide details and reasons request on leave of absence and in particular and "<i>exceptional circumstances</i>". If necessary, please provide any documentary evidence in support of your request.			
I certify that the information provided on this form is correct. I understand that the School reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.			
Signature		Date	

FOR COMPLETION BY THE SCHOOL

Authorised	YES / NO		
Exceptional Circumstances			
Signature		Date	
Name		Position	

Please see over for Guidance notes

Guidance notes

Please ensure this form is completed at least 1 month prior to requesting leave. **Completing this form does not mean the request has been approved.**

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Exceptional circumstances: All schools can grant a leave of absence for exceptional circumstances at their discretion. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

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.

If the leave of absence is **not approved**, and your child fails to attend during this time, it may result in:

- Education Penalty Notice fines of £160 per parent per child being issued by the Local Authority, reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent for the same child within a rolling 3-year period of £160 to be paid within 28 days with no option for a discounted rate.
- Legal interventions for any subsequent offences.
- In some cases, your child's name being removed from the school roll, resulting in your child losing their school place.