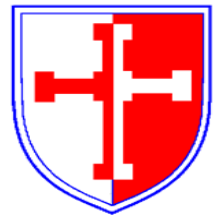




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Request for leave during term time

One form to be completed per child

Dear Mrs Westley (Executive Head teacher), Date:.....

I request consideration for a grant of leave of absence from school during term time for:

My child's full name:.....Date of Birth:.....

Year Group:..... Class Teacher:.....

Address:.....

.....

For the period from (inclusive date):.....To (inclusive date):.....

Total number of school days:.....

Name(s) of parent/carers who will be with the child when the leave is taken:

Full Name:.....

Full Name:.....

The **exceptional** circumstances and reason for this request are: -
(Please detail below the reason for your request for absence in term time and where relevant, include any supporting information, this may include a supporting letter. Please read the guidance notes for parents.)

.....

.....

.....

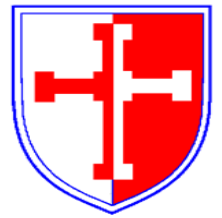
Are there any siblings of compulsory school age Yes/No
If so, please complete full names below (a separate request form is still required)

Child(ren)'s full name School(s) attending

- 1.
- 2.
- 3.
- 4.



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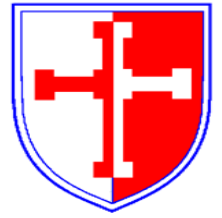


Guidance Notes for Parents requesting Leave in Term Time

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, complete the attached form and return it to school. This form should be returned in time for the request to be considered well before the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot retrospectively authorise any leave of absence under any circumstances.
2. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of: -
 - the exceptional circumstances stated that have given rise to the request
 - the stage of the child's education and progress and the effects of the requested absence on both elements
 - the overall attendance pattern of the child
 - frequency of similar requests
 - whether the parent made the request in advance
 - students/pupils on examination courses or due to take SATS will not normally be granted leave of absence.
6. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child does not return to school at the time s/he was expected to (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.



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8. Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.
10. Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

* Generally the DfE states that parents include all those with day to day responsibility for a child.

Declaration:

*I have read the guidance notes for parents above and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signature of 1st parent/carer(s) Print Full Name.....

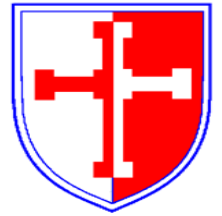
Signature of 2nd parent/carer(s) Print Full Name.....

Please return completed form to the school office.

The school will write to you and inform you of the decision on whether the request is authorised or not.



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For Office Use Only

Current Attendance:.....% Last Year's Attendance:.....%

Number of school sessions taken as leave during term time (this academic year).....

Agreed Not Agreed

Rationale for decision:

Not exceptional circumstances.....

Other.....

Mrs J Westley (Executive Head teacher) signed:.....

Date:.....

Notification of decision; Date letter sent to parent/carer:.....

Copy of letter attached: YES/NO

Further Action required if holiday has been taken without consent

Has the holiday been taken regardless of the decision: YES/NO

Was permission granted: YES/NO

Executive Head teacher's decision to request a penalty notice: YES/NO

Date penalty notice request sent:.....

Name of person sending penalty request:.....