

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



Prior to June 2013, the Education (Pupil Registration) (England) Regulations 2006 allowed for head teachers to grant leave of absence for a term time family holiday in 'special circumstances' and for extended leave in exceptional circumstances. Amendments to these regulations removed references to family holidays and extended leave. The amendments make it clear that:

- parents do not have any right or entitlement to take a child out of school for the purposes of a term time holiday
- head teachers may not grant any leave of absence during term time unless there are exceptional circumstances (not for a family holiday, extended leave or similar).

If parents take their child on holiday in term time this will be counted as unauthorised absence. This is the same as truancy and they may be at **risk of a penalty notice** being applied. A penalty notice is a fine of £60 issued by the local council, rising to £120 if not paid within 21 days. If not paid after 28 days the parent may be prosecuted for their child's absence from school.

If you still need to request term time absence of leave due to **exceptional circumstances**, please return the following form to the Headteacher at least 14 days before the commencement of the proposed period of absence. Please complete one form for each sibling.

Full name of student				Tutor group	
Address					
First date of requested absence		Last date of requested absence		Total days absence requested	
Reason for requested absence					
Full name of parent/carer completing form				Relationship to the child	
Email				Telephone	
Parent/carer signature				Date	

OFFICE USE ONLY

Office: Date form received	
Head: Days authorised and code to use	
Head: Nature of exceptional circumstance if any days authorised	
Head: Days unauthorised (G)	
Office: Date all parents emailed	