

# Request for Leave during Term Time

To: The Headteacher of BIRCHENSALE MIDDLE SCHOOL Date: .....

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

my child (full name) ..... Class: .....

for the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are:

.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child/ren (full name/s) / Class:

.....

School(s) attended:

.....  
.....

**PLEASE GIVE DETAILS OF BOTH PARENT/CARERS EVEN IF THEY DO NOT LIVE WITH THE CHILD**

## PARENT/CARER 1

Name: (Print) .....

Address: .....

.....

*I have read and understood the Guidance Notes on reverse of this request form.*

Signature: .....

## PARENT/CARER 2

Name: (Print) .....

Address: .....

.....

*I have read and understood the Guidance Notes on reverse of this request form.*

Signature: .....

**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.**

## 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**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed ..... Date .....

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

## Guidance Notes for Parent/carers requesting Leave in Term Time

1. Parent/carers wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Headteacher the request form overleaf. This form should be sent to the school in time for the request to be considered, **at least 4 weeks before** the desired period of absence. Parent/carers are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request.
2. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire Children First (WCF) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**. These can be seen in the attendance policy for Birchensale.
3. Where parent/carers/carers have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parent/carers will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
4. Requests should be made by the parent/carer/carer with whom the child normally resides with. Where requests for a grant of leave of absence are received from only one parent/carer/carer the response letter – agreeing or refusing – will be either addressed to both/all parent/carers/carers where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parent/carers/carers are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent/carer will receive a penalty notice.
5. Should the School decide **not to grant leave of absence** and parent/carers/carers still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £80 per parent/carer per child. If not paid within 21 days this fine increases to £120 per parent/carer per child. Failure to pay the £160 fine within the period 22 to 28 days may lead to Court proceedings.