



# Arden Primary School



## Parental/Carer Request Form for Leave of Absence during term time

The Headteacher and Governors' at Arden would like to remind all Parents/Carers that family holidays **should not** be taken during term time. In accordance with legislation and guidance from the Department for Education (DfE) approval for leave of absence in term time will rarely be given, unless parents can demonstrate clearly the 'special circumstances' for such a request.

Parents and Carers are reminded that term time holidays taken without permission may result in the issuing of fixed penalty fines by the Local Authority of £60 per parent (rising to £120 per parent per child if not paid within 28 days).

**PLEASE NOTE: A request for absence MUST be made at least four weeks before the proposed start date of the trip. If your request is for longer than 10 days you must make an appointment to see the Headteacher.**

Child's Name:	
Date of Birth:	
Year Group:	
Class Teacher:	
First date absent from school:	
Date of planned return to school:	
Number of days absent:	
Destination:	
Names of parents attending:	
Reason for requested absence:	

If for any reason your child does not return to school on the date stated or the date that you have agreed with the Headteacher, please be aware that your child's school place may be lost and given to a child currently on Arden Primary's waiting list. Always contact the school if your child's return to school is delayed for any reason.





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I understand that keeping my child off any longer than agreed by School will result in an unauthorised absence.

Parent/Carers Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

<b>OFFICE USE ONLY</b>		*Registration certificate attached	
Date of request			
Signature of receiving person		Authorised	Yes No
Attendance record for last academic year (%)		Absence code to be recorded	
Attendance for current academic year (%)		Signature of Headteacher	

The Education (Pupil Registration) (England) Regulations 2006 removed a headteacher's right to authorise absences specifically for holidays in term time of up to 10 days a year. This new regulation started for any holidays requested from 1st September 2013.

Headteachers are only allowed to grant leave of absence if they are satisfied exceptional circumstances exists.

The aim of this change is to prevent the routine authorising of term time holidays, and to stop parents from regarding the taking of holidays in term time as a routine matter.

### Can I take my child on holiday in term time?

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.

**It is therefore highly unlikely that any holiday request will lead to an authorised absence.**

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which in partnership with you we seek to avoid.

**Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where holidays are taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority.**

