

# 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.

- For the first fine, the amount of the fine is £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is issued to the same parent for a further offence involving the same child within three years of the first fine, it will be for £160 per parent per child.
- Third and subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (Starting with the date of the first fine); instead, the parent will be prosecuted by the Council in the Magistrates' Court.

**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:	



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**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.**

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: \_\_\_\_\_

## OFFICE USE ONLY

\*Registration certificate attached

Date of request

Signature of receiving person

Attendance record for last academic year (%)

Attendance for current academic year (%)

Authorised

Absence code to be recorded

Signature of Headteacher

Yes

No

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.



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