

Headteacher: Mr J Eddy

Term Time Leave Request Form

From September 2013 the Government has said schools may **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances. **PLEASE SEE ATTACHED INFORMATION.**

If the school is unable to grant your request and the student is still taken out of school, this will be recorded as an **unauthorised absence** and noted on the student's attendance record.

Name of Child / Children

Tutor Group

1

.....

2

.....

request to be authorised as being absent from school

Dates: fromto..... (inclusive)

Exceptional Circumstances (please tick one)

Emergency service / forces personnel with proof of enforced holiday period.

Holiday industry employees with proof of this being the **ONLY time period allowed by employer**

One transcontinental leave request per Key Stage for a very significant extended family event, including seeing an elderly/ seriously ill relative

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Please provide additional information

Please tick the appropriate box and provide details as appropriate:

- I have not made any previous requests for leave in the current school year.
- I have made previous request/s for leave in the current school year.

Details of previous request/s

Signature Parent/Carer Date

Please return this form : FAO Attendance Officer, Kingsmead School - well in advance of your proposed absence

Authorised		Not Authorised	
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Important Changes in Attendance Regulations

From 1st September 2013, any holidays taken during term time will NOT be authorised by the school.

This is because the Government has recently changed the law with regard to granting term time leave of absence, replacing the 2006 regulation that allowed schools to grant up to 10 days leave of absence at their discretion.

This means that from September 2013, schools may NOT grant ANY leave of absence during term time unless there are **EXCEPTIONAL circumstances.**

Exceptional Circumstances does NOT include

- ✗ Cheap holiday cost
- ✗ Getting personal paperwork, visa's updated (this should be planned into holiday periods)
- ✗ Visiting relatives (this should be planned into holiday periods)

Exceptional Circumstances MAY include

- ✓ Emergency service / forces personnel with proof of enforced holiday period
- ✓ Holiday industry employees with proof of this being the **ONLY** time period allowed by employer
- ✓ One transcontinental leave request per Key Stage for a very significant extended family event, including seeing and elderly/ seriously ill relative

Regular time off for illness will be challenged, requiring not only medical evidence but also medical guidance on how schools can best support and 'manage' those children in school. Saying a child is "unwell" will no longer be enough, parents will need to be specific.

Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and well-being. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Therefore, any unauthorised absence in term time can result in the issuing of a Fixed Term Penalty Notice by the Education Attendance Service. Parents will have 21 days to pay this £60 fine, after which it goes up to £120.

Examples of Penalty Fines

One parent, one child	£60
One parent, two children	£120
Two parents, one child	£120
Two parents, two children	£240

Failure to pay a Fixed Term Penalty Notice within 28 days may result in a criminal conviction and a fine in the Magistrate's Court of up to £1000.

A fixed Penalty Notice might also be issued if a **child's attendance falls below 92% with 10 sessions or more missed and no satisfactory reason or explanation is given.**