



Sharpness Primary School
Successful, Happy, Ambitious, Responsible, Proud

Headteacher: Miss Helen Buckingham
admin@sharpness.gloucs.sch.uk
www.sharpnessprimary.org.uk

Newtown
Berkeley
Gloucestershire
GL13 9NU
Tel: 01453 811220
Fax: 01453 810531

Dear Parents/Carers,

Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the absence is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless, take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

In the case of an unauthorised leave of absence the Headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely,

Miss H Buckingham,
Headteacher.



Request for a leave of absence during term time

Pupil Name: Class/Year Group:

Pupil's address:

Date of first day of absence: Date of return to school:

Number of school days that your child will be absent from school:

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:

.....
.....
.....

I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename: Surname:

Address:

Signed: Dated:

Dr/Mr/Mrs/Miss/Ms

Forename: Surname:

Address:

Signed: Dated:

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete and copy retained: AUTHORISED UNAUTHORISED (please circle)



Request for a leave of absence during term time – school response

This response must be sent to each parent and a copy retained by the school

Dear

Child's Name: Class/Year Group:

Your request for absence on the following dates: ____ / ____ / ____ to ____ / ____ / ____
(totalling.....days), has been considered and is:

☐ AUTHORISED ☐ UNAUTHORISED

a) Their attendance is currently:

b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed: (Headteacher)

Date: ____ / ____ / ____

Print name:

