



## DARWEN ST JAMES' CE PRIMARY ACADEMY REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

With effect from 1<sup>st</sup> September 2013 schools are NOT ALLOWED to routinely authorise time-off for FAMILY HOLIDAYS during term time.

In EXCEPTIONAL CIRCUMSTANCES this form can be used to request leave of absence during term time BUT YOU MUST GIVE ADVANCE NOTICE AND THIS IS ENTIRELY AT THE HEADTEACHER'S DISCRETION. Examples of what warrants 'Exceptional Circumstances' may include the following:

| NOT Acceptable requests   | Examples of requests that MAY be acceptable  |
|---|--|
| <ul style="list-style-type: none"> <li>× <b>Holidays</b>/visiting relatives</li> <li>× <b>Work commitments</b></li> <li>× Birthday treats</li> <li>× Visits abroad to visit a sick relative</li> <li>× <b>Pilgrimages for children travelling with parents</b></li> </ul> | <ul style="list-style-type: none"> <li>? Death of an immediate family member e.g. a parent, sibling or grandparent</li> <li>? Members of the armed forces who are returning from active service</li> <li>? Emergency services personnel who are unable to take leave at certain times of the year</li> <li>? A child or parent receiving medical treatment abroad</li> <li>? A required religious pilgrimage such as Hajj</li> </ul> |

### Did you know?

- You do NOT and NEVER HAD a legal right to take your child out of school without obtaining approval from the Headteacher
- If leave is taken without permission from the Headteacher, then the Local Authority will be asked to issue parents/carers with a PENALTY NOTICE which carries an initial minimum fine for parents of £60 raising to £120 PER PARENT PER CHILD

One form needs to be completed per child:

| Name of Child | Class | Leave of Absence requested |           | Number of days leave requested |
|---------------|-------|----------------------------|-----------|--------------------------------|
|               |       | From (date)                | To (date) |                                |
|               |       |                            |           |                                |

Please provide details of why you are requesting leave during term time and any appropriate supportive evidence:

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I have read & understood the details regarding leave of absence during term time.

Signed..... Date of request.....  
(person with parental responsibility)

### SCHOOL RESPONSE TO REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME:

School Use only:

Date Received:

| Name of Child | Class | Leave of Absence requested |           | Number of days<br>leave requested |
|---------------|-------|----------------------------|-----------|-----------------------------------|
|               |       | From (date)                | To (date) |                                   |
|               |       |                            |           |                                   |

Child's Attendance last academic year: .....%

Child's Attendance this year: .....%

Sessions attended so far:...../.....

Has the child be granted any previous leave of absence? YES/NO (and if yes, when and for how long?)

Has permission been granted for the above dates: YES/NO

Reasons for any refusal: .....

If you decide to take your child out of school for this period without permission, you may be subject to a PENALTY NOTICE being issued by the Local Authority on your return.

Headteacher's signature: ..... Date: .....