



## REQUESTS FOR LEAVE OF ABSENCE DURING TERM-TIME

### **EVERY SCHOOL DAY COUNTS**

Dear Parent/Carer,

The law states that you **do not have the right** to take your child out of school during term time. The local authority works with the school to reduce the number of children missing school because of absence taken in term time and the school may not approve your request to take your child out of school.

The regulations allow Head Teachers discretion to grant permission for authorised leave of absence in **exceptional circumstances**. It is important to ensure that should you need to request leave of absence for your child you should give as much notice as possible and certainly not less than 28 days.

There are times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school or at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a leave of absence in term time, the school will take these and other factors into account.

If your application is refused and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences **may lead to a Penalty Notice or a Summons** being issued against you for irregular school attendance.

Having read the information if you still wish to apply for leave of absence for your child in exceptional circumstances then please complete the application form on the other side of this letter.

Your application form should be returned to the school office as far in advance of the proposed holiday as possible and no later than 28 days before the absence is proposed.

Yours faithfully,

Mrs S E Harkin  
Headteacher



### Application for Leave of Absence during term-time

Please note that there is no automatic right for a pupil's leave of absence. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil's attendance and educational attainment.

**Regular attendance is an important factor in your child's performance at school. Please think carefully before deciding to request leave of absence.**

|                                                                                                                                                                                                                                                                                                                 |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Childs Name:</b>                                                                                                                                                                                                                                                                                             | <b>Class:</b> |
| I wish to apply for my child to be absent from school during the following dates:                                                                                                                                                                                                                               |               |
| <b>Date of first day of absence:</b>                                                                                                                                                                                                                                                                            |               |
| <b>Date of return to School:</b>                                                                                                                                                                                                                                                                                |               |
| <b>Number of day's absence requested:</b>                                                                                                                                                                                                                                                                       |               |
| <b>Please explain the special circumstances that make it necessary to have leave of absence during school time:</b>                                                                                                                                                                                             |               |
|                                                                                                                                                                                                                                                                                                                 |               |
| I understand that if leave of absence is not agreed it will be treated as unauthorised and may lead to the issue of a penalty notice for £60, which increases to £120 if not paid within 21 days. I am also aware that non-payment of a penalty notice may result in a summons for irregular school attendance. |               |
| Name of parent/carers making application:                                                                                                                                                                                                                                                                       |               |
| <b>Signed:</b>                                                                                                                                                                                                                                                                                                  | <b>Date:</b>  |

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE, GIVING AT  
LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

You are advised not to take leave of absence until you know that the school will authorise your child's absence.

#### For office use only

| Academic year 2026 - 2027     |                          | School comments: |
|-------------------------------|--------------------------|------------------|
| Attendance last academic year |                          |                  |
| Attendance this academic year |                          |                  |
| Previous leave of absence     |                          |                  |
| Leave Approved / Not Approved | Signed<br>(Head Teacher) |                  |