



DHJS Exceptional Term Time Leave Request

Form to request leave from school in exceptional circumstances

To be completed and returned to the school prior to the leave, along with a letter detailing the “exceptional circumstance” for which the leave of absence is required.

Parent/Guardian Name and Address	Guidance	
	<p>Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application. <u>If your child is absent from school ‘on holiday’ without authorisation you are risking a fixed penalty notice of £80 being issued.</u></p>	
How to use this form		
<ul style="list-style-type: none"> ▪ Use for all absences other than sickness. ▪ Return form to school in advance of requested absence otherwise the absence will automatically be unauthorised. ▪ Use a separate form for each child and each absence. 		
Child Name and Class		
	<p>Taking your child out of school during term time could be detrimental to your child’s educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.</p>	
Is this the first request for absence this academic year?		
		YES / NO
<p>Dates of absence requested:</p> <p>First day of absence _____</p> <p>Return to school on _____ at 08:45 am</p>	<p>No. of school days requested:</p>	
Which exceptional reason does your request fulfil? (please tick)		
<ul style="list-style-type: none"> <input type="checkbox"/> Serious AND sudden illness of a close relative and you must leave in an emergency <input type="checkbox"/> A one-off, never to be repeated occasion that can only happen at that time, e.g. wedding/funeral <input type="checkbox"/> Religious observance <input type="checkbox"/> A significant educational opportunity afforded to the child by a national organisation e.g. ballet exams, filming for a TV commercial, taking part in a West End production <input type="checkbox"/> If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays 	<p>Please explain in more detail:</p>	

Contact details whilst abroad/absent from school

If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.

Address whilst away:

Telephone number whilst away:

Please attach proof of where you will be whilst away

Email address whilst away:

I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above:

Adult 1*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Adult 2*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

SCHOOL TO COMPLETE

Child's current attendance: _____%

How many days' holiday already taken this academic year? _____ days

Is the Education Welfare Officer working with the family? Yes / No

Is Children's Services supporting the family? Yes / No

Has the school received proof of where the child is stay during absence? Yes / No

Does the request fit the exceptional criteria? Yes / No

Has a written response been sent to all parents/carers? Yes / No

Penalty notice to be issued? Yes / No

This request for term time leave is: Authorised / Unauthorised

Reason for decision:

Signed: _____

Date: _____