



Request for Leave of Absence During Term Time

(Exceptional Circumstances only)

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that the Head Teacher should determine the number of school days a child can be away from school if the leave is granted.

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance.

When deciding whether to allow term time leave the school will consider the reason for the absence and whether it is deemed to be an exceptional circumstance.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

A copy of the schools Leave of Absence Policy can be found at [Dormanstown Primary Academy \(teesvalleyeducation.co.uk\)](http://teesvalleyeducation.co.uk)

A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

A Penalty Notice is £80 if paid within 21 days of receipt, rising to £160 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days period, the Local Authority may prosecute for the offence to which the notice applies.

Any second penalty notice issued to the same parent for the same child in a rolling 3-year period, the charge will be at a higher rate of £160 with no option for this second offence to be discharged at the lower amount of £80.

A national limit of 2 penalty notices can be issued to a parent for the same child within a rolling 3-year period so at the 3rd (or subsequent) offence(s) the Local Authority will investigate legal interventions such as prosecution.





NAME[S] OF CHILD[REN] _____ CLASS _____ DOB _____

_____ CLASS _____ DOB _____

_____ CLASS _____ DOB _____

to be absent from school from _____ to _____.

inclusive. Number of school days requested _____.

My child will return to school on the following date _____.

REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request):-

Signature Parent/Carer _____ Date: _____

Please return this form signed and dated to Mrs Sherwood, within 4 school weeks of the proposed leave where possible.

FOR OFFICE USE:

Name of Child/ren _____

- ☐ The head teacher authorises the request for leave of absence on the specified dates for the above child/ren due to exceptional circumstances.

Dates _____

- ☐ The headteacher does not authorise your request for leave of absences due to the following reason:

A REASON TO NOT AUTHORISE MUST BE ENTERED HERE.

SIGNED _____ Head Teacher Date _____

IF YOU REQUIRE ANY FURTHER INFORMATION REGARDING THE RESPONSE TO YOUR REQUEST, PLEASE CONTACT **Mrs Sherwood** ON TELEPHONE NUMBER **01642 483696**.

