

# Request for Leave of Absence during Term Time\*



Parent/Guardian Name and Address	Guidance
	<ul style="list-style-type: none"><li>▪ Following Government legislation, we are unable to authorise requests for holiday during term time.</li><li>▪ A referral will be made to Essex County Council and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.</li></ul>
<b>How to use this form</b>	
<ul style="list-style-type: none"><li>▪ Use for all absences other than sickness.</li><li>▪ <b>Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.</b></li><li>▪ Use a separate form for each child and each absence.</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.</b></li></ul>
<b>Name of child/ren:</b>	<b>Class:</b>
<b>Is this the first request for absence this academic year?</b>	YES / NO
<b>Reason for absence:</b>	
<b>Dates of absence requested:</b>	<b>No. of school days requested:</b>
<b>Start date:</b> <b>End date:</b>	

**Please provide the names of all siblings that attend any other education provisions**

Name of sibling	Name of education provision

**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 issues. 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.

<b>Address whilst away:</b>	
<b>Telephone number whilst away:</b>	
<b>Email address whilst away:</b>	

**Please attach proof of where you will be 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.**

Parent 1\*: Title: \_\_\_\_\_ Full Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 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? \_\_\_\_\_
- Is the Education Welfare Officer working with the family? Yes/No
- Is Children's Services supporting the family? Yes/No
- Is the request for leave during the exam period? 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
- Penalty notice to be issued? Yes/No

**This request for term time leave is:**

Authorised / Unauthorised.

**Reason for decision:**

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_