



REQUEST FOR LEAVE DURING TERM TIME

To: The Head Teacher of St Barnabas C E First & Middle School			
Date:			
I request consideration of a grant of leave of absence from school during term time for:			
My Child (full name)			
For the period from (date)		To (date)	
The exceptional circumstances and reason for this request are:			
I have (an)other child(ren) in (an)other school(s) as follows:			
Child(ren) full name(s)	School(s) attended		
Signature of 1st parent/carer		Print Name:	
Signature of 2nd parent/carer		Print Name:	
<i>Please return the completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.</i>			

For Office Use Only			
Current Attendance %		Last Year's %	
Number of school sessions taken as leave during term time this academic year:			
Agreed/Not Agreed			
Request for leave is agreed / is not agreed for the above student during term time between the above dates.			
Signed:		Date:	
Date letter sent to parent to inform them of decision:		Date:	

Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete the form overleaf. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should **not** be taken in school term time. Where such requests are made, for the leave to be granted, the Head Teacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of: -
 - a. the **exceptional** circumstances stated that have given rise to the request;
 - b. the age of the child;
 - c. the stage of the child's education and progress and the effects of the requested absence on both elements;
 - d. the overall attendance pattern of the child;
 - e. the nature of the trip.
 - f. students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
4. Where parents have children in more than one school a separate request must be made to each school. The Head Teacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave of absence are received from only one parent the response letter –agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
6. Should the school decide to grant leave of absence but, the child **does not return to school at the times/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence or make known the whereabouts of the child, **his/her place at the school could be lost**.
7. Should the School decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £80 per parent per child, increasing to £160 if not paid within 21 days. Failure to pay the £160 fine within the 28 days may lead to Court proceedings.