



Request for Leave

PLEASE NOTE: The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren):		Class/Tutor Group:
Childs Address:		
Name of Applicant(s) and Address (if different):		
Separated Parent Details (if applicable) – please note in such cases both parties are informed of the school's decision and may be liable for a penalty notice		
Is separated parent in agreement with the application Yes / No		
I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates:		
From..... To.....		
Total number of days our child(ren) will be absent from school.....		
Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances . Please include the names of the adult(s) who will be with your child(ren) during their absence from school.		
(Please provide supporting documentation)		
Signature (both parents if applicable):		Date:
For School Use:		
Attendance to date: _____ %		Headteacher's decision: _____
		Headteacher's Signature: _____

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED

Please return this form to Reception

PTO – Please read Important information overleaf



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**St Ralph
Sherwin**
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Information for Parents

THE LAW and School Attendance

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

Term-time holiday – In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Subsequently, Headteachers within the Trust will now determine the number of school days a child can be away from school if any such leave is granted.

This means that holidays taken during term time will be recorded as **unauthorised** in the register, unless there are exceptional circumstances, for which the Headteacher must be contacted by letter to explain the circumstances involved. The decision rests with the Headteacher, and families have no “right” to such leave. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made. The application for leave must be made in advance by the parent with whom the pupil normally resides and must clearly state the special circumstances they wish to be taken into account. Requests for family weddings overseas will only be authorised for 3 days, 1 day for the wedding and 2 days for travel, the remainder will be unauthorised and may lead to a penalty notice being issued.

Absence during Term Time

The Governors recognise the recent change to the law and that pupil absence during term time can seriously disrupt a pupil’s continuity of learning. **Parents are therefore strongly urged to avoid booking a family holiday in term time to avoid breaking the law which came into force on September 1st 2013.** Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. Such permission can only be granted where the Headteacher agrees that there are “special circumstances” to be taken into account.

Applications for absence must be received at least 12 school days prior to the planned absence. When application is made for authorised absence during term time and it is agreed that there are “special circumstances”, the Headteacher then also gives consideration to:

- The nature of the proposed absence and the “special circumstances” that are presented
- The attendance pattern in the present and previous academic years.

Penalty Notices

Penalty Notices for Absence from school can be issued by the Attendance and Behaviour Service based on requests from schools and the police.

The following circumstances are considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy, including truancy sweeps
- Parentally-condoned absences
- Holidays/Family events in term time where no exceptional circumstances were agreed
- Excessive delayed return from Holidays/Family events whether or not exceptional circumstances were agreed beforehand by the Headteacher
- Persistent lateness after the register has closed
- Allowing a child to be in a public place within the specified timescale when excluded from school

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

