

## Term Time Leave Request Form



Parents/carers do not have the right or entitlement to take their child out of school for term time leave. The school strongly discourages leave being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. The Bellbird Primary School follows the DfE guidelines (September 2022) which state that requests for long-term leave can only be granted in 'exceptional circumstances' (*definition of exceptional being rare, unavoidable, short*) and decisions are made on a case-by-case basis, taking into account the specific facts and circumstances and relevant background context behind the request.

To: *Headteacher of **The Bellbird Primary School***

**I wish to apply for term time leave due to an exceptional circumstance, for:**

Child's name: ..... Class/Year: .....

Child's name: ..... Class/Year: .....

Date from: ..... Date to: ..... (inclusive)

Name of Parent(s)/Carer(s): .....

Address (for term time request reply to be sent to):.....

Email address (for term time request reply to be sent to): .....

Telephone number to call if more details about request are needed: .....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.**

Signature of Parent(s)/Carer(s) .....

Office use only			<input type="checkbox"/> Absence authorised      Code ____ <input type="checkbox"/> Absence unauthorised
Date form received	No of school days absence requested	% Attendance	
			Signed _____ Headteacher
Date EMAIL reply sent: _____		Date ROYAL MAIL reply sent: _____	

**This portion to be returned to parents/carers via email and Royal Mail**



Please note that even if this absence request is authorised you are likely to still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

Pupil(s) name(s): .....

Class/Year: .....

Absence **authorised** from ..... to ..... (Inclusive)

Absence **unauthorised** as not deemed an exceptional circumstance under DfE criteria of 'exceptional circumstances' defined as *being rare, unavoidable, short*

If absence is taken this will lead to a Penalty Notice or prosecution, in line with statutory Government policy\*\*

Signed: ..... (Headteacher)

Date: .....

**NOTES TO PARENTS/CARERS**

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

**Information about Penalty Notices for Unauthorised Term Time Leave (including holiday)**

*Any parent who takes a child out of school for term time leave for 10 consecutive sessions (5 days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. Therefore Penalty Notices will be issued for single event absences of at least 5 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register. Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. (The Supreme Court Judgement in the case between Isle of Wight Council v Platt (6th April 2017) clarified the meaning of regular school attendance in relation to Section 444 Education Act 1996. To attend school "regularly" means "in accordance with the rules prescribed by the school".)*

*Contrary to the above criteria of 5 days of absence to warrant a Penalty Notice fine being issued, in exceptional circumstances where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.*

*If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.*

## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

**As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.**

THE FACTS	THE LAW
<p>School aged pupils in maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £80* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Unavoidable absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> </ul>	<p><b><u>Other examples of absence from school that will not be authorised:</u></b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> </ul>
---	--

<ul style="list-style-type: none"> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> </ul>
---	--

Please contact your child's head teacher if you wish to discuss this issue.

**The law requires parents to ensure their children receive an efficient full-time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

\*Penalty Notice £80 if paid within 21 days, increasing to £160 if paid after 21 days and before 28 days

***Surely 1 or 2 days absent a week doesn't seem much but this is how it is..***

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years