**Leave of Absence Request Form**

***Please read the guidance at the end of this form before completion***

Taking your child on holiday in term time can be disruptive to both the child’s learning and to the school. The school is only able to consider holidays in term time where both:

* The application is made to the Headteacher 4 weeks in advance of the holiday by a parent the child normally lives with.
* There are **exceptional** circumstances.

Applications should be made as far in advance of the holiday as possible and you should speak to the class teacher before you book.

High Well School will not ordinarily grant permission for leave of absence for holidays during term time. Families can expect to receive a penalty notice if they choose to take children out of school without permission from the Headteacher. The penalty is currently £60 per parent, per child. If the penalty notice is not paid within 21 days, the amount will rise to £120 per parent, per child.

However, if you feel that there are exceptional circumstances around the holiday request, please submit your reasons in writing in the space below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Child** | **Class** | **Dates To/From** | **Reason for leave of Absence request** |
|  |  |  |  |

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| --- |
|  |

**Total number of days not including weekends / Holidays / Inset Days:**

**Parent / Carer Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Attendance year to date:** |  |
| **Authorised year to date:** |  |
| **Unauthorised year to date:** |  |
| **Absence classed as:** |  |
| **Headteacher Signature:** |  |
| **Date:** |  |
| **Copy to Parent / Carer:** |  |

**Holidays/Leave of Absence in Term Time Guidance**

Families who would like to take their child on holiday during term time should be aware that the law does not grant parents an automatic right to take their child out of school during term time.

Whilst it might be considered that a holiday will be educational, pupils will still miss out on the teaching that they wold normally have received during the holiday.

The DfE allows a Headteacher the discretion to consider authorising a holiday in term time only in “exceptional circumstances”. If you consider that your request for a holiday is exceptional you will need to write to the school explaining your circumstances. The request will be given full consideration with a response provided as soon as possible. If the holiday is not considered to meet the criteria for exceptional circumstances, and the holiday is still taken in term time, the absence will be recorded as unauthorised and a Penalty Notice issued.

***Please note that a Penalty is issued to each parent/carer for each child taken out of school. The cost of the penalty notice is £60 per parent/carer, per child if paid within 21 days of the receipt of the Notice, increasing to £120 if paid after 21 days but within 28 days of receipt of the notice. If the Local Authority does not receive payment they may then progress the matter to the Magistrates Court. High Well School does not receive any monies attributed to the penalty notice.***

All holiday requests must be completed by the parent/carer who resides with the pupil and submitted to the school at least 4 weeks prior to the start of the holiday.

In considering the decision whether to authorise, the following factors will be taken into account:

* Reasons given for the holiday
* The time of the year/term
* Whether the pupil would miss any preparation for examinations/tests
* Whether the pupil would miss any examinations/tests
* The previous attendance/punctuality record of the pupil

As guidance for parents/carers it is important to note that holidays **will not** be authorised for the following reasons:

* Availability of cheap holidays
* Availability of the desired accommodation
* Holidays booked as surprises by family members
* Poor weather experienced in school holiday periods
* Overlap with the beginning or end of term
* Only time available due to work (unless documentation is provided by employers which clearly states restrictions)
* Holidays will not be authorised in any circumstances during formal examination periods