

**Milford Infants' School**

**REQUEST FOR TERM-TIME LEAVE**



**I wish to apply for term time leave for my child:**

Name of Child	Childs Age at time of leave request.	Class
1.		
2.		
3.		

from  to  inclusive

Number of days absent

**The exceptional reasons for this request are:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of person completing form and Relationship to child \_\_\_\_\_

**Please return this form to school well in advance of your proposed absence.**

*NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance. Please refer to the school's Attendance Policy for further details.  
Somerset County Council cannot override a school's decision not to authorise any term time leave.  
There is no right of appeal.*

## Requests for leave of absence

The regulations regarding children being absent from school during term time have changed from 1<sup>st</sup> September 2013.

The amendments make it clear that Headteachers can only grant leave of absence during term time for exceptional circumstances. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed.

Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave by the Department for Education at present. However, it is suggested by the DfE that exceptional leave may include:

- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- Parents having to work abroad for a fixed, minimum term period

Somerset County Council supports schools in ensuring the law is upheld.

Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school of their child.

Any unauthorised absence such as taking holidays in term time when they have not been approved by the school, can result in a Fixed Penalty Notice being issued by the Education Attendance Service. The Fixed Penalty Notice fees are currently £60/£120 per parent per child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, they might receive a criminal conviction and a potential fine of up to £1000.

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### FOR OFFICE USE ONLY

Date form received in the office	
Date received by Headteacher	
Is the child of SSA?	
AUTHORISED / UNAUTHORISED	
Code	
Date letter sent to parent	
Date entered onto Arbor	
Email class to inform them of holiday dates	