

Application for Exceptional Leave for pupil/s during term time

Parents/carers should fill out this form if they wish to take their child out of school during term time in the case of an emergency. Please note that family holidays during term will not be authorized, unless there are exceptional circumstances.

Please consider, before making such a request, the following:

1. Regular and punctual attendance is both a legal requirement and essential to the child's education, to maximise the opportunities available to them.

2. Holidays in term time are not permitted. Please see the school website for the dates of school holidays.

3. If special leave is authorized, pupils will be expected to return on the date specified, or any additional time will be recorded as an unauthorized absence, and may result in their removal from the school register and fines. In addition, schools are instructed to make a referral to Education Welfare Services if pupils do not return to school at the start of each term. Please see the school website for term dates. If your child is removed from the school roll, they must reapply for a place, which is not guaranteed to be at the same school.

4. If you take your child on holiday without authorization, or if they do not return by the agreed date, the Local Authority has the power to issue parents/carers with fixed penalty notices for each child, £120 payable within 28 days (which will be reduced to £60 if paid within 21 days). You may be prosecuted in the Magistrates' Court under item 444 of the Education Act 1996, for a maximum penalty of a £2500 fine per parent per child, and/or a prison sentence of 3 months.

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1. Name: _____ Class: _____
Name: _____ Class: _____

2. Dates requested: from ____/____/20__ to ____/____/20__ Number of days: _____

3. Reason for request: _____

4. Details

a) If requesting exceptional leave to go abroad, please supply the destination country and address:

b) If the child/ren will access education during the visit, please give details:

5. Name of parent/carer (print): _____ Phone: _____

Address (UK): _____

Signature: _____ Date: _____

Office Use only

APPROVED/ NOT APPROVED

Comments: _____

Signature of Head of School: _____ Date: _____

