

## Appendix 2

### Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Headteacher the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -
  - the **exceptional** circumstances stated that have given rise to the request;
  - the age of the child;
  - the stage of the child's education and progress and the effects of the requested absence on both elements;
  - the overall attendance pattern of the child;
  - the nature of the trip.
  - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
  - whether the same trip could be taken during the 13 weeks school is closed to pupils?
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
6. Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
7. As a school we are asked to inform you that, in line with the national framework for penalty notice's, 10 sessions of unauthorised absence within 10 school rolling weeks may be subject to a **Penalty Notice fine of £160** payable per parent, per child, which can be reduced to £80 if paid within 21 days, but only if it is the first Penalty Notice issued to you from 1<sup>st</sup> September 2024. If this fine is not paid within 28 days this may lead to Court proceedings which could ultimately result in a criminal record and a fine of up to £2500 and/or an alternative sentence which can include up to three months imprisonment.

If any unauthorised absence results in a second Penalty Notice issued to you within three years of the date of the first one, (from 1<sup>st</sup> September 2024) a flat rate of £160 will apply. A third Penalty Notice will not be issued within a three year rolling period. Therefore, alternative action or legal measures will be utilised when the criteria of 10 sessions of unauthorised absences in a 10 school week rolling period are met.

## Request for Leave during Term Time

Date of request .....

To: The Headteacher of:.....(School)

I request permission for leave in term time from school for my child:

(full name) .....(year/form).....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer) ..... and (parent/carer).....

The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) .....

.....

.....

**Name of 1<sup>st</sup> Parent/Carer(s)** ..... **Signed** .....

Current address.....

Mobile No:.....

**Name of 2<sup>nd</sup> Parent/Carer(s)** ..... **Signed** .....

Current address.....

Mobile No:.....

**Please return the completed form to the school office. The school will contact you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.**

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**For Office Use Only**

Date request for leave in term time received by school	
Year/Form	
Current attendance %	
Last year's attendance %	
Number of school sessions previously taken as leave in term time	
Siblings: Other schools confirmed? What action are other schools taking?	

**Leave in term time Agreed/Not Agreed**

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed ..... Job Title.....

Print Name ..... Date .....

Notification of decision: Date letter sent to parent .....

If agreed, leave recorded on SIMS

Any notes:

