**Request for leave of absence during term time.**

All parents will understand that regular school attendance is necessary for children to make good progress with their education. A copy of the school holiday dates is attached to help you plan holidays and appointments with a minimum effect on school time.

Please fill in this form if you intend to take your child out of school for any reason.

The Department for Education allows a Head Teacher the discretion to consider authorising absence during term time only in “exceptional circumstances”. Headteachers would not be expected to regard any term time holiday as exceptional. If ‘exceptional circumstances’ are not granted, and you take your child out of school, the absence will be recorded as unauthorised.

**Please be aware that from August 2024, all schools must consider a fine when a child has missed ten or more sessions (5 days) for unauthorised reasons. The fine for school absences across the country is £80 if paid within 21 days or  £160 if paid after 28 days. Please see our Attendance Policy on the website for further details.**

|  |  |
| --- | --- |
| Name of child/children | Class/es |
| Reason for absence | Dates of absence  Number of days |
| I understand that unauthorised absences may incur a local authority fine.  Signature | Date |

**For Office Use only**

Child's current attendance:

Authorised/Unauthorised by …………………………………………. Headteacher

|  |  |
| --- | --- |
| Fine to be issued | Yes/No |
| Teacher informed | Yes |
| Noted on the register | Yes |
| On the child’s record | Yes |

