



# Holy Trinity C of E Primary School

"A Church School community aspiring for all to live life to the full"



**Executive Head Teacher: Matt Fletcher**

email: admin@holytrinity.gloucs.sch.uk

www.holytrinity.gloucs.sch.uk

Jersey Street, Cheltenham

Gloucestershire, GL52 2JP

Tel. 01242 515778

## **Request for a leave of absence during term time**

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the absence form on the reverse of this notice, setting out the reasons. If the absence is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

**Warning, if this leave means your child's absence is greater than 10 sessions (note that there are 2 sessions per day) in the previous 10 weeks it places you at risk of being issued a fixed penalty notice.**

**In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.**

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. **This should be returned to the school at least seven days before the start of any absence.** All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Mr Matt Fletcher  
Executive Head Teacher

Respect

Responsibility

Compassion

Courage

Forgiveness

Truthfulness





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## Request for a leave of absence during term time

Pupil Name .....Class:.....

Pupil's address .....

Date of first day of absence .....Date of return to school .....

Number of school days that your child will be absent from school .....

***If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.***

Please detail the exceptional circumstance for which you are requesting leave of absence

.....  
.....

***I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.***

***\*If this is a Holiday request, please ensure you are giving at least seven days' notice of the proposed absence and complete the form below. Retrospective applications cannot be authorised\****

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address: .....

Signed .....Dated.....

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address: .....

Signed .....Dated.....

**For school to complete and copy retained:      AUTHORISED      UNAUTHORISED (please circle)**

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## Request for a leave of absence during term time Response Form

Dear.....,

Child's Name:..... Class:.....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

totalling.....days, has been considered and is

### AUTHORISED

### UNAUTHORISED

- a) Your child's attendance is currently:.....
- b) The request **does / does not** meet the criteria for 'exceptional circumstances' or criteria for authorised absences.

***If your child is attending an appointment but will be returning to school and will require a school dinner, please ensure the school office is aware your child will require a dinner and their choice for that day. Please note, we are unable to order any school dinners after 9.30am and therefore, if the office is not notified prior to your child's absence, you will need to provide a packed lunch for your child on this day.***

**Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning**

Signed..... (Headteacher)

Date \_\_\_ / \_\_\_ / \_\_\_

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