

# Request for Leave of Absence in Term Time



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The 2013 regulation amendments make clear that Headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Headteacher and the Governing Body will determine what the exceptional circumstances are.

## For Completion by Parent/Carer

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the Pupil Reception. Completion of the form does not guarantee the leave of absence will be authorised. A Panel meets fortnightly to consider any request of exceptional circumstance.

Pupil's Name: \_\_\_\_\_ Form: \_\_\_\_\_

First day of leave: \_\_\_\_\_ returning to school on \_\_\_\_\_ Total of \_\_\_\_\_ days leave.

Please give full reason(s) for asking for leave of absence in term time:

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Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

It is important to have read and understood the school's policy on attendance.

	Penalties for unauthorised absence	
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days & before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summons to appear before the magistrates' Court on the grounds you have failed to secure your child's regular attendance

Please return the completed form along with any supporting documents to The Oaks Academy reception.

# For Completion by The Oaks Academy



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Authorised: \_\_\_\_\_ Register code G

Unauthorised: \_\_\_\_\_ Register code H

Reason request is denied:

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Signed: \_\_\_\_\_ Mr Peter Kingdom Date: \_\_\_\_\_

Copy to:

- Parent
- Pupil File
- Local Authority