

**REQUEST FOR LEAVE OF ABSENCE FROM PRIMARY SCHOOL DURING TERM TIME**

Education is a once in a lifetime opportunity and the Department for Education has recommended that holidays should not be taken in term time.

Basildon CE Primary School follows government guidance when deciding whether to authorise holidays during term time. The West Berkshire Code of Conduct states:

*The Education (Pupil Registration) (England) Regulations 2006 previously allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in ‘special circumstances’ of up to ten school days leave per year. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which comes in to effect on 1st September 2013 removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.*

Holidays in term time have a serious detrimental impact on a student’s education and can be damaging to an individual’s development in school and educational chances.

Holidays in term time are not a right and should not automatically be granted.

Approval will not be given for holidays during SATs week or examination weeks. Parents should check for information on such dates.

Long weekends and ‘odd’ days off should not normally be authorised as term time holiday.

Approval will not be given for holidays which are taken due to availability of cheap holidays or desired accommodation, because of poor weather experienced in school holiday periods or which overlap with the beginning or end of term.

**Any absence taken where a request has been refused by the Head of School will be recorded as ‘Unauthorised Absence’. Such unauthorised holiday absence may result in a fixed penalty fine and legal action through a Magistrate’s court.**

If leave of absence is taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60 per parent /carer per child; between 22 and 28 days it is £120. Penalty notices are issued to each parent, per child. Further details are available on the Penalty Notice leaflet on the West Berkshire Council website or from the Education Welfare Service. If the fine is not paid by the 28-day deadline, the matter will be taken to court.

You are advised not to make any booking before ascertaining if the proposed holiday can be authorised.

If you feel your application for a holiday falls within the exceptional circumstances criteria please complete the section below and return to school at least one month before the requested absence. School will endeavour to respond to your request within five working days.

**REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

***To be completed at least one month before the proposed leave of absence***

|  |  |  |
| --- | --- | --- |
| Name of student: | | Class: |
| Purpose of absence: | | |
| Reason for absence during term time: | | |
| Proposed start date of absence: | Date of return to school: | |
| Reason why it is not possible to take holiday other than in term time: | | |
| Are there siblings at another West Berkshire school? YES/NO  If so, which school is it? | | |

Full name of Parent / Carer 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of Parent / Carer 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/s / Carer/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***School to complete*:**

|  |  |
| --- | --- |
| Number of days absence requested: |  |
| Percentage attendance: |  |
| Has holiday during term time been requested previously and if so, when and how many days: |  |
| Holiday leave is: | APPROVED/NOT APPROVED |
| Reason: |  |
| Date parent/carer informed of decision: |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**