

Stocksbridge Junior School

Request for Exceptional Term Time Leave (one form per child)



The following application is used by the Stocksbridge Family of Schools. Where a request is made by a family with children in more than one of these schools, the decision will be discussed and agreed across the schools involved.

Absence from school, whatever the reason, harms the educational chances of a child. For this reason, term time leave will not usually be authorised. **Term time leave will only be authorised in exceptional circumstances** in line with the following government guidance:

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

Parents can be fined for taking their child on holiday, or any other period of leave, lasting 5 days or more during term time without consent from school. Fines are charged at £80 per parent, per child, and will increase if not paid within a set time frame. This will increase to £160 per parent, per child for a second offence, and a third offence will be presented straight to the Magistrates' Court which can result in fines of up to £2500 per parent.

Name of Pupil:		Name of Parent(s) or Carer(s):	
Siblings in this or other schools (name, DOB, name of school):		Telephone number:	
		Email:	
Dates of exceptional leave request:	From (first day of absence):	To (final day of absence):	
Why are you requesting an <u>exceptional leave of absence</u> during term time? (Please attach any evidence)			
<ul style="list-style-type: none">• I confirm that the information on this form is accurate.• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the agreed date.• I am aware that I may be fined and/or prosecuted for any time my child is absent from school that has not been authorised by the Head Teacher.			
Signed by parent/carer:	Print name & relationship to child:	Date:	

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For school use only		Date request received: / /	
<i>Has the request been considered by the Head teacher? Y/N</i>			
<i>Has the request been discussed with the parent/carer? Y/N Date: (Recorded in CPOMs)</i>			
<i>No of school days Requested: No of days Authorised: No of days Unauthorised:</i>			
<i>No of days already taken unauthorised in academic school year.....</i>			
<i>Date of decision letter sent to parent/carer:</i>			
<i>Name of school:</i>		<i>Headteacher's signature:</i>	<i>Date:</i>
<i>If unauthorised leave is taken, and this case complies with Penalty Notice criteria, the paperwork:</i>			
<input type="checkbox"/>	<i>Will be forwarded to Sheffield LA along with a copy of your child's attendance register. A fine may be issued.</i>		
<input type="checkbox"/>	<i>Will not be forwarded to Sheffield LA. A fine will not be sought in this instance.</i>		