

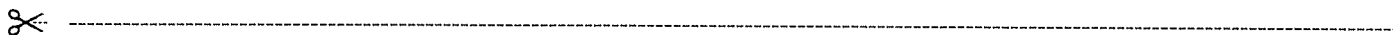


LEAVE OF ABSENCE REQUEST FORM

BEFORE COMPLETING THIS FORM PLEASE READ THE LAW FROM THE DFE ON THE BACK OF THIS FORM AND THE INFORMATION BELOW:

We would like to take this opportunity to explain to you the law regarding holiday taken during term time. Unless there are **EXCEPTIONAL CIRCUMSTANCES*** most requests will be turned down. Holidays are not considered exceptional circumstances. If parents/carers still decide to take their children out of school then we have no choice but to mark the absence as unauthorised and consequently parents can be issued a Fixed Penalty Notice by Cheshire West & Chester Council for taking their children out of school without consent - at a cost of £60 per child and £60 per parent. Our Absence Request Form must be completed for all absences. It is important that children attend school regularly so that their learning is not disrupted and they have consistent access to the curriculum and learning experiences. **Parents/Carers are strongly urged to avoid booking a family holiday during term time.**

***Exceptional Circumstances examples:** *Family bereavement or close friend bereavement, other compassionate grounds, family wedding/civil partnership taking part on a school day—(not travelling to a wedding unless it is abroad - we may only authorise a maximum of three days for weddings abroad), family crisis, examinations off site – e.g. music exams, educational opportunity – sport & performance, attendance at an event on the request of a public organisation, visit to a new school, family re-location visit.*



LEAVE OF ABSENCE REQUEST – PLEASE SUBMIT NO LESS THAN FOUR WEEKS BEFORE

I/We have parental responsibility for the following student and I am requesting authorisation for him/her to be absent from school as detailed below:

NAME OF CHILD/REN: _____ **CLASS:** _____

ABSENT DATES: FROM ___/___/___ to ___/___/___ (inclusive) **TOTAL DAYS ABSENT:** _____

PLEASE PROVIDE THE REASON THE ABSENCE IS BEING REQUESTED DURING TERM TIME:

SIGNED: _____ (PARENTS/CARERS) **DATE:** _____

REPLY SECTION

NAME OF CHILD/REN: _____ **CLASS:** _____

REQUESTED ABSENCE: FROM ___/___/___ to ___/___/___ (inclusive)

HEAD TEACHER'S DECISION

- Your request is authorised on this occasion
- Your request is **NOT** authorised on this occasion**

**Parents/Carers may receive a Fixed Penalty Notice if they take their child/children out of school

SIGNED: _____ (Head Teacher) **DATE:** _____

Copies to Parent/Teacher/Pupil Record

Cheshire West & Chester Council

The Department for Education (DfE) has announced important amendments to legislation surrounding holidays in term time.

From the 1st September 2013, **the new law does not give any entitlement to parents to take their child on holiday during term time.** Any applications for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

In the academic year 2011 to 2012, **9.7% of all absences in England were due to parents taking their children out of school during term time.** This high level of absence has led the DfE to make this important change to legislation.

We fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absence during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.

Further information can be obtained from www.dfe.gov.uk

