



**REQUEST: ABSENCE FROM SCHOOL DURING TERM TIME**

**PLEASE REMEMBER**

MNSP Trust School Headteachers may not grant any leave of absence without exceptional circumstances. Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to request leave of absence for my son/daughter .....

Dates - From.....to.....

This leave of absence must be in term time because:.....

.....  
.....

Signed..... (Parent/Guardian)      Date of Birth.....  
*(To be used in the event that legal action becomes necessary)*

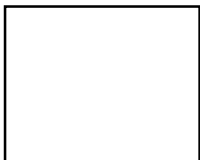
Relationship to Child.....

Authorised by.....(Headteacher)      Date:.....

**This form must be completed and returned to the school no less than  
2 weeks before the planned absence.**

Dear Parent/Carer,

Re: .....(Child's name)      T/G .....



Further to your recent request for leave of absence.

**Leave of absence authorised** between .....and .....  
Please ensure that your child returns to school promptly following your leave as failure to do so can result in their removal from the school roll.

**Leave of absence refused.** Any absence from school between ..... and ..... will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £120 (S.444(1) Education Act 1996).

Signed.....(Headteacher)      Date:.....

**PLEASE CONTACT THE SCHOOL OFFICE, IF FOR ANY REASON THIS LEAVE OF ABSENCE IS NOT TAKEN**

## **FAMILY ABSENCE IN TERM TIME**

Children of school age, must, by law attend school regularly. The law says that Headteachers **may not** grant any leave of absence without exceptional circumstances. Parents/Carers who need to take their child out of school during term time for exceptional reasons should contact the school immediately and, certainly, before booking travel for holidays, as permission may not be granted.

Absence during term time will not be authorised except in **very** exceptional circumstances, and **never** at the following times:

- KS1 & KS2 SATS assessments
- Beginning of KS3 as pupils find it difficult to settle
- Year 9 assessments
- KS4 due to examination preparation
- If the pupil should be taking external examinations including any module examinations
- If attendance is under 90%
- If there would be more than 10 days holiday in any academic year

If the MNSP Trust School does not agree with your request, your child's absence will be marked as "unauthorised" in the school register. The absences may even be mentioned in references provided by the school to new schools, colleges, potential employers or universities. Where a request for leave of absence has been made by a parent with whom the child resides, any estranged parent with parental responsibility except where there has been an order made by a court restricting the sharing of information with that parent. In such cases it is the responsibility of the parent to provide documentary evidence of the order and will be advised of the request for leave. The school will not become involved in disputes between parents over permission surrounding the request. If the parent on receipt of the notification does not agree with the absence then he/she may put in writing to the Headteacher notification to that effect. This will be given consideration should a Penalty Notice be requested for the absence.

If you choose to take your child on the proposed leave once the school has refused to authorise the absence, the school will contact the Child Missing Education Service and a fixed penalty fine may be issued.

### **Payment of Penalty Notice**

The penalty notice is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority. Parents can be prosecuted if 28 days have expired and full payment has not been made. There is no right of appeal by parents against a penalty notice.

Below is listed some common reasons that are NOT exceptional circumstances and would not be authorised.

- Family celebrations/ special birthdays
- Late booking for holidays
- Holidays given as a present
- Unable to afford a holiday except during term time
- Booked wrong weeks
- Work commitments