



Request For Exceptional Leave during Term Time

Dear Parent/ Carer

The Department for Education (DfE) recommendation is that you do not take your child out of school. If you do take your child/ren out of school without permission, I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Only in exceptional circumstances can requests be considered. Students who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return.

Name of student(s)	1)	2)	Contact details while on leave
Mentor Group & Year			Name:
Address			Address:
Dates of leave requested			Contact telephone number:
Name of parent/carer (with whom the child resides)			
Signature (parent/ carer)			

Please state the exceptional circumstances for this leave request and attach any supporting evidence:

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A letter will be sent within 7 days informing you of the school's decision regarding your request for exceptional leave.



EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE DURING TERM TIME NOTICE TO PARENTS/CARERS

Dear Parent/Carer,

Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid. The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this letter. A response will be sent to you as soon as possible.

It is important to remember that the law does not grant parents an automatic right to take their child out of school during term time. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Any absence from school will disrupt your child's learning.

If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised. In the case of an unauthorised absence a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

All requests must be completed on the attached form; letters will not be accepted. This should be returned to the Attendance Office at least 14 days before the start of the holiday.

I hope you will support our efforts in raising attendance and attainment at Finham Park School.