

TIME OFF IN TERM TIME FOR EXCEPTIONAL CIRCUMSTANCES

REQUEST FORM

Before requesting time off you need to think about:

- ✓ The lessons your child will miss
- ✓ The difficulty they will have catching up
- ✓ The effect it will have on how well they do at school
- ✓ The school can refuse permission for you to take your child out of school during term time

For your information:

- You do not legally have the right to take your child out of school during term time without the permission of the Headteacher
- The school will consider the following before authorising time off during term time or not:
 - Their attendance record
 - The time of the academic year at the time off falls
- The school cannot legally approve more than 10 days off school in an academic year unless the Headteacher agrees there are exceptional circumstances
- Requests for time off during examinations and national tests will not normally be granted
- If you remove your child without the permission, the Headteacher may have to ask the Educational Social Work Services (ESWS) to issue a penalty notice which carries a fine of £60 to £120 per parent per child

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Name of child Class

Dates requested

Dates of time taken off school this academic year.....

Please provide a detailed reason why you MUST take your child out of school in term time

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..... It is important that you submit all information on this form. It is the policy of the school to consider requests for leave of absence only once and it will not be possible to present additional information later.

Signed.....(Parent/Carer)

Date.....

FOR SCHOOL USE ONLY

Child's current attendance Permission has given granted for the above dates: YES/NO

Signed (Headteacher) Date

Reason if refused: