Oak Academy
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Request for leave of absence in term time due to exceptional circumstances

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Principal.

You are advised not to make any arrangements until your request has been considered.

Section A — Request Details

I am making a request for my child .....

DOB: .....in Class .....

to be granted a leave of absence in term time from .....

to ..... inclusive.

Section B - Siblings Details

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C.

Sibling 1:	School: .....
Sibling 2:	School: .....
Sibling 3:	School: .....
Sibling 4:	School: .....
Sibling 5:	School: .....

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Section C – Supporting Statement

Please explain why you are applying for an authorised leave of absence during term time. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on an extra sheet of paper and attach it to this form.

Section D – Signature

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Name: .....

Signature: .....

Date: .....

Address: .....

.....

Contact No: .....

If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Education Authority to issue a Fixed Penalty Notice. Further information can be found in the BCP Code of Conduct, available on the BCP website. A Penalty Notice could be issued in lieu of a prosecution by BCP Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same

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child within any three-year period, this will be charged at the higher rate of £160. Fines per parent are capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If the Penalty Notice is not paid BCP Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record. Please note that penalty Notices can be issued per parent, per child.

Section E — School Use Only (Tick as appropriate)

O Request granted for number of days between the following dates:

…… and ……

Expected return date to school will be: ……

O Request not granted

O Request not granted. School to request Penalty Notice to be issued.

Reason for request not being granted: ……

……

……

Principal: …… Date: ……

Copy sent to parent on: ……(Date)

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