



Stocksbridge Family of Schools

Request for Exceptional Term Time Leave (one form per child)

The following application is used by the Stocksbridge Family of Schools. Where a request is made by a family with children in more than one of these schools, the decision will be discussed and agreed across the schools involved.

Absence from school, whatever the reason, harms the educational chances of a child. For this reason term time leave will not usually be authorised and will only be granted in exceptional circumstances in line with the following government guidance:

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.

Parents can be fined for taking their child on holiday, or for any other period of leave taken lasting five days or more taken during term time without consent from the school. Fines are charged at £60 per parent and this can increase to £120 per parent.

Name of Pupil Siblings in this or other schools (name, dob, name of school)	Name of Parents or Carers Telephone number Email	
Dates of exceptional leave request. From To		
Why are you requesting an exceptional leave of absence during term time? <div style="height: 150px;"></div>		
<ul style="list-style-type: none"> • <i>I confirm that the information on this form is true</i> • <i>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</i> • <i>I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</i> • <i>I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.</i> 		
Signed by parent/carer	Print name & relationship to child	Date

For school use only	Date request received / /	
<p><i>Has the request been considered by the Head teacher? Y/N</i></p> <p><i>Has the request been discussed with the parent/carer? Y/N Date:</i></p> <p><i>No of school days Requested No of days Authorised No of days Unauthorised</i></p> <p><i>Date of decision letter sent to parent/carer :</i></p>		
<i>Name of school</i>	<i>Head teacher's signature</i>	<i>Date</i>
<p><i>If unauthorised leave is taken and this case complies with Penalty Notice criteria the paperwork:</i></p> <p><input type="checkbox"/> <i>Will be forwarded to MAST along with a copy of your child's attendance register. A fine will be issued.</i></p> <p><input type="checkbox"/> <i>Will not be forwarded to MAST. A fine will not be sought in this instance.</i></p>		