



Walton Hall Academy



Request for leave during term time

To: The Head of Walton Hall Academy

Date.....

I request consideration of a grant of leave of absence from academy during term time for:

My child (full name)

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

.....
.....

I have (an)other child(ren) in (an)other school/academy as follows

Child(ren) (full name(s))School/Academy(s) attended

.....

.....

(Signature of 1st parent/carer(s)Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the academy office. The academy will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....%

Last Year's Attendance.....%

Number of academy sessions taken as leave during term time(this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request :

SignedHead of Academy . Date

Notification of decision: Date letter sent to parent/carer.....

Guidance Notes for Parents requesting Leave in Term Time

1. Parents who want the academy to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the Head of Academy**. This form should be sent to the academy in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the academy's decision regarding their request. Head of academy cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that Head of Academy may not grant any leave of absence during term time unless there are **exceptional circumstances**. Heads of Academy now also determine the number of school days a child can be away from academy if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during academy holidays. However, we believe that, in order to ensure children receive the best education and prospects, that they should be in academy during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the academy will take account of: -
 - the **exceptional** circumstances stated that have given rise to the request
 - the stage of the child's education and progress and the effects of the requested absence on both elements
 - the overall attendance pattern of the child
 - frequency of similar requests
 - whether the parent made the request in advance
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
6. Where parents have children in more than one school/academy a separate request must be made to each school/academy. The head of each school/academy will make their own decision based on the factors relating to the child at their school/academy. However head teachers/heads of academies may choose to liaise with each other as part of their decision-making process.
7. Should the academy decide to grant leave of absence, but the child **does not return to academy at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the academy to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the academy decide **not to grant leave of absence** and parents still take their child out of academy, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine of £60 **per parent* per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all academy absences during term time and support head of academies in challenging parents who ignore the law.

* Generally the DfE states that parents include all those with day to day responsibility for a child.