



### Leave of Absence During Term Time Request Form

#### Guidance Notes

- Please ensure this form is completed **at least 1 month prior** to requesting leave. Completing this form does not mean your request has been approved.
- The **DFE Guidance “Working together to improve school attendance”**. **To be applied from September 2022** states that the Headteacher may not grant any leave of absence during term time unless there are *exceptional circumstances* (see below).  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- If your leave of absence is either approved and you failed to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as *unauthorised* on the attendance register.
- For such *“unauthorised”* absence, you may be liable to be issued with a penalty notice (**fine**). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fails to pay the penalty notice in full, then you may be prosecuted.

**Exceptional Circumstances:** In considering whether any *“exceptional circumstances”* apply the Headteacher will consider if the reasons are **rare, significant, unavoidable** and **short**.  
As stated in Government guidance **‘It is unlikely a leave of absence will be granted for the purpose of a family holiday.’**

CHILD'S DETAILS			
Surname		First Name	
Date of birth		Year Group	
Address			
PARENT'S/GUARDIAN'S DETAILS			
Surname		First Name	
Relationship to Child			
Address (If different to above)			
Telephone No.		Mobile No.	
Email			



# Hutton

## Church of England Grammar School and Sixth Form

Head Teacher: Mr M L Bradshaw BA (Hons) NPQH

*Accomplishment... Humility... Service...*

### DETAILS OF REQUEST FOR LEAVE

Date of Departure		Date of return	
No. of School Days Absence		Destination	
Local emergency contact name		Emergency contact number	
Address resident at whilst on leave			

Please provide details and reasons request on leave of absence and in particular and "exceptional circumstances". If necessary, please provide any documentary evidence in support of your request.

I certify that the information provided on this form is correct. I understand that the School reserves the right to issue a penalty notice for unauthorised leave.

Signature		Date	
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### -FOR COMPLETION BY THE SCHOOL-

Authorised	YES / NO		
Exceptional Circumstances			
Signature		Date	
Name		Position	

