Request for Leave of Absence During Term Time

Please complete the application form overleaf to request leave of absence during term time for exceptional reasons.

Before completing the form, please read this information.

There is **NO** entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Taking your child out of school during term time could be detrimental to your child’s educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. They will miss 60 lessons which will put them at a disadvantage compared to their peers.

From August 2024, the fine for unauthorised school absences of 10 sessions or more will be**£80 if paid within 21 days,** or**£160 if paid within 28 days.** This fine is per parent for each child the Leave of absence applies to.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be 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 you are prosecuted and attend court because your child hasn’t been attending school, you could get a fine of up to £2,500.

If you believe there are exceptional circumstances, and still wish to request a Leave of Absence, please complete the form overleaf.

If you have any further questions please contact our Attendance Officer, Linda Philpot on 0115 9175959, email attendance@whptrust.org.

I have read and understood the information overleaf and still wish to request leave of absence during term time for exceptional reasons for my child/children.

Parent emails \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent emails \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable any stepparent/partner/carers email (please provide all)

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First day absent from school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

last day absent from school \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state the reasons for the request. If you would rather not state the reasons on this form, please contact Ms Philpot on 0115 9175959

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_