



Request for Leave of Absence from School in Term Time

Dear Parent/Carer

The 2013 regulation amendments advise that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

We are not in a position to stop you taking your child/ren out of school during term time, however, it must be pointed out that all requests for leave of absence from school will be **unauthorised** unless the Head Teacher determines the circumstances to be exceptional.

Please be advised that repeated unauthorised absences can be liable to Fixed Penalty Notice Fines being issued by the County Council.

Name of child/ren _____ Tutor Group _____

_____ Tutor Group _____

First day of absence: _____ Return to school: _____

Number of days absent _____

Reason for request _____

Parent/Carer's Signature _____ Date _____

Parent/Carer's Name _____

Please return completed request forms to attendance@hccs.info



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Current attendance _____ % on _____

Agreement reached:

We acknowledge the request for leave of absence during term time from school for the above period but are unable to authorise it. Whilst we appreciate the circumstances, they are not considered exceptional.

We acknowledge and agree with the request for leave of absence during term time due to the exceptional circumstances

SLT Signature _____ dated _____

SLT Comments _____

Attendance code given: _____

Absence of 10 or more sessions that is considered unauthorised may result in a Penalty Notice being issued from the Local Authority. If a PN is issued, failure to pay the penalty fine within the required time may result in prosecution. I would like to remind you that under Section 444 of the education Act 1996 – Parents have a legal obligation to ensure their child attends school.

Please refer to the chart below for details of the PN process including fines and timelines.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their children's regular attendance



Holmes Chapel Comprehensive School & 6th Form College

National Teaching School
designated by



National College for
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