**Holidays during term time are cannot be authorised unless there are very exceptional circumstances.**

*The law does not give any entitlement to parents to take their child on holiday during term time. Any applications for term time leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.*

*As a school, we fully appreciate the financial difficulties that some families face when booking holidays, particularly during school holidays. However, all schools must have firm policies and stringent checks to ensure that there is a significant reduction in the number of absence during term time.*

|  |  |  |
| --- | --- | --- |
| **Name of child/children** | | **Year Group(s)** |
| **Name(s) and address(es) of all parents/carers:** | | |
| **Do you have any other children in other schools? If yes, please write their names and schools.** | | |
| **State reason for absence** (continue overleaf, if necessary) | | |
| **First day of absence** | **Total number of school days missed** | |
| **Return date to school** |
| **Signature** (parent/carer) | Date | |
| **Signature** (parent/carer) | Date | |

|  |  |
| --- | --- |
| For School Office Use Only | |
| Acknowledgement of reply for Leave of Absence | |
| Headteacher’s Decision: | |
| Authorised Absence Unauthorised Absence | |
| Reason for Authorised or Unauthorised Absence | |
| Signed (Headteacher) | Date |
| Copied to Parents (Date) | Register Code |
| LA informed of absence/fixed penalty requested (FPN)\* | Yes/No |

**\* The amount of the fine is £60 (per parent/carer, per child) if paid within 21 days. If this is over the 21 days the fine increases to £120 (per parent/carer, per child). You will still need to pay within 28 days. The FPN is paid to the Local Authority.**