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Dear Parent/Carer,

## Request for absence from school during term time

You should not expect the school to agree to any absence for a holiday during term time.

Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up on work later.

Parents do not have a legal right to take children out of school on holiday. The law says that schools have the discretion to grant up to ten days authorised absence in a school year if:

- the parent the child normally lives with applies in advance of the holiday
- there are special reasons for the holiday

Each application is considered individually by the school, considering factors like the timing of the holiday and the child's attendance record. Schools will only consider requests for more than 10 days leave a year in exceptional circumstances.

If you need to take your child out of school during term time you should:

- request the time off for your child as soon as possible and always before the holiday
- never ask for time off during exam or test periods unless for exceptional circumstances
- do not book travel for holidays in term time, until you have sought the school's permission
- remember that the school might not agree to authorise the time off

If you consider an absence during term time to be an exceptional circumstance, please return the form below at least **14 days** before the day you wish to remove your child from school. Please be aware that low attendance to school can affect whether your child will be granted this request.

The form is to be returned to the school office in person or emailed to [absence@templegroveacademy.com](mailto:absence@templegroveacademy.com)

Yours sincerely,



Mrs. Isabel Ramsay

Consulting Head Teacher



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Registered address: Friars Way, Tunbridge Wells, Kent TN2 3UA





# Leave of Absence Request Form

Should you wish for their child to be absent from school, please complete this form and return to the school office in person or to [absence@templegroveacademy.com](mailto:absence@templegroveacademy.com)

If you consider an absence during term time to be an exceptional circumstance, please return this form at least **14 days** before the day you wish to remove your child from school. [Please be aware that low attendance to school can affect whether your child will be granted this request.](#)

## Details

Pupil Full Name:	Year Group/Class name:
Home Address:	Siblings at another school:
Parent/Carer Name:	Contact phone number:
Email Address:	

## About the absence

First day and date of absence:	Date of return to school:
Total number of days missed to date:	
Reason for absence (please give full details of exceptional circumstances with supporting documentation if possible)	

I understand that if the absence request is unauthorised, the KCC Attendance Officer may be notified, and a Penalty Notice may be issued. I understand that the Penalty Notice is issue to each parent/carers of each child taken out of school and this carries a fine which is to be paid within 21 days. I understand that if this is not paid, it may result in legal action being taken against me. [Parents have a duty to ensure their child's regular attendance at school at failure to do so is an offence under Section 444\(1\) of the education Act 1996.](#)

Parent/Carer Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Leave of Absence Request Form

## FAO the Head Teacher

% Current	% Last Year	Comments

Student Name:	Year Group/Class name:

	Authorised	Request has been authorised for the following dates <b>ONLY</b> :
	Unauthorised	Request has <b>not</b> been authorised

Head Teacher Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FAO the Attendance Officer:

Select the appropriate options below:

	Name and Signature	Date
Letter/Email sent		
Action: PN Referral		

- Exceptional circumstances provided
- Max of \_\_\_\_\_ days authorised – other days will be recorded as unauthorised
- Exceptional circumstances NOT provided
- If the student is absent for days highlighted a penalty notice may be issued
- No further action will be taken as long as attendance does not fall below 98%