



LEAVE OF ABSENCE REQUEST FORM

BEFORE COMPLETING THIS FORM PLEASE READ THE LAW FROM THE DFE ON THE BACK OF THIS FORM AND THE INFORMATION BELOW:

We would like to take this opportunity to explain to you the law regarding holiday taken during term time. Unless there are **EXCEPTIONAL CIRCUMSTANCES*** most requests will be turned down. Holidays are not considered exceptional circumstances. If parents/guardians still decide to take their children out of school then we have no choice but to mark the absence as unauthorised and consequently parents/guardians can be issued a Fixed Penalty Notice by Cheshire West & Chester Council for taking their children out of school without consent. As from the 19th August 2024 the new Fixed Penalty Notice charges apply as follows:

The first penalty notice issued to the parent/guardian for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

A Fixed Penalty Notice (FPN) may be issued per parent/guardian per child.

Our Absence Request Form must be completed for all absences. It is important that children attend school regularly so that their learning is not disrupted and they have consistent access to the curriculum and learning experiences. **Parents/Carers are strongly urged to avoid booking a family holiday during term time.**

***Exceptional Circumstances - examples:** *Family bereavement or close friend bereavement, other compassionate grounds, immediate family wedding/civil partnership taking part on a school day-(not travelling to a wedding unless it is abroad - we may only authorise a maximum of three days for weddings abroad), family crisis, examinations off site – e.g. music exams, educational opportunity – sport & performance, attendance at an event on the request of a public organisation, visit to a new school, family re-location visit.*

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LEAVE OF ABSENCE REQUEST – PLEASE SUBMIT NO LESS THAN FOUR WEEKS BEFORE

I/We have parental responsibility for the following student and I am requesting authorisation for him/her to be absent from school as detailed below:

NAME OF CHILD/REN: _____ **CLASS:** _____

ABSENT DATES: FROM ____/____/____ to ____/____/____ (inclusive) **TOTAL DAYS ABSENT:** _____

PLEASE PROVIDE THE REASON THE ABSENCE IS BEING REQUESTED DURING TERM TIME:

SIGNED: _____ (PARENTS/GUARDIANS)

DATE: _____

PRINT NAME: _____ (PARENTS/GUARDIANS)

REPLY SECTION

NAME OF CHILD/REN: _____

CLASS: _____

REQUESTED ABSENCE: FROM ____/____/____ to ____/____/____ (inclusive)

HEAD TEACHER'S DECISION

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Your request is authorised on this occasion

SIGNED: _____ (Head Teacher)

DATE: _____

Copies to Parent/Teacher/Pupil Record

Cheshire West & Chester Council

The Department for Education (DfE) has announced important amendments to legislation surrounding holidays in term time.

As of 19th August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or guardian with whom the child resides and when circumstances of the requested leave are 'exceptional'.

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/guardians need to request Exceptional Leave of Absence, they must complete a 'Leave of Absence' form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/guardian as outlined on the Leave of Absence Form.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.



Cheshire West
and Chester

