



- **Parents and Carers complete this side of the form**
- **School will complete the form overleaf and return it to you**

## **Leave of Absence during Term Time Exceptional Circumstances Form**

At Staverton School, we believe that every lesson is important & maximum attendance and punctuality are valuable life skills. Taking your child out of school during term time may harm your child's academic progress. Schools may agree up to 10 days holiday absence in exceptional circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher. Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

<p><b>Exceptional Circumstances (your reason) for applying for leave of absence during term time:</b> Please provide details of the special circumstances relating to your application below and attach any supporting evidence.</p>
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Taking your child out of School during term time may harm your child's academic progress and attainment

Name of Child(ren):	
Date of Birth:	
Class:	
Date of First day of Absence:	
Date of Return:	
No. of days requested:	
Known siblings and school(s) attending	

Signed by the Parent/Carer: .....

Date: .....

**Please return this form to the School Office and a copy will be returned to you with a reply overleaf**



Dear .....

Thank you for your recent application for leave of absence for your child.

I am writing to advise that the reason you have provided is deemed exceptional and the absence for this period will be authorised.

It is with regret that I am unable to authorise your request. In September 2013, new Legal duties came into force making it clear that Head Teachers may not grant any leave of absence during term time for the purposes of a family holiday, family day out or Birthday celebrations.

I must advise you, that if your request is unauthorised and you do take your child out of School for this time, the absence will be recorded as unauthorised. Where unauthorised holiday absence amounts to 10 sessions (5 school days) or more, within six months of the current academic year, the Education Welfare Service must be notified, and the Local Authority will issue a Penalty Notice to each parent for each child. The six months includes all unauthorised holiday absence, up to and including the date the Education Welfare Service is notified.

If the Penalty is paid within 21 days it will be reduced by half, but if the Penalty is not paid in full within 28 days, the Local Authority is required to commence proceedings in the Magistrates' Court for the offence of unauthorised absence.

**Request Authorised:** YES/NO **No. of Days Granted:** .....

**Date:** .....

**Signed by the Head Teacher:** .....

**Mr. Edward Powe**

(for School Use: Child's attendance this year: ..... %)

**Headteacher:** Mr Edward Powe  
**Administrative Officer:** Mrs Jo Sykes  
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