



BARHAM

CHURCH OF ENGLAND PRIMARY SCHOOL



KIND



CONFIDENT



CURIOUS

Request for leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Some children also find returning to school after a period of absence challenging socially. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid. Requests for absence that could reasonably be taken outside of school time are highly unlikely to be authorised.

If requesting a leave of absence, you will need to complete the form on the following pages, setting out the reasons. If the leave is not considered to be an exceptional circumstance, it will not be agreed. If you nevertheless take your child out of school, this will be recorded as unauthorised leave.

'Improving attendance is everyone's business', and it is important that we, as your child's school, work together in partnership with you, your family, your child and the wider community. Any holiday-related absence taken that includes 10 sessions in 10 weeks may result in a Penalty Notice.

There are two sessions in a school day: am and pm. The penalty amount is currently £160 (reduced to £80 if paid within 21 days for a first offence where applicable). A second Penalty Notice within a rolling three-year period is charged at £160 with no reduced payment option. Parents with parental responsibility, and adults residing with the child, including step-parents with day-to-day responsibility, may each receive a Penalty Notice for each child absent.

If a Penalty Notice is not paid within the prescribed time, the Local Authority may proceed with legal action through the courts. National guidance requires Headteachers to approve leave during term time only in genuinely exceptional circumstances. Parents/carers do not have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidance issued by the Department for Education and the Local Authority. Holiday absences will not be authorised unless they meet the exceptional circumstances criteria.

All leave of absence requests should be completed on the attached form by the parent/carer with whom the child ordinarily resides. This should be returned to school at least seven days before the proposed absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

Jo Duhig, Headteacher | **Barham CE Primary School**

Valley Road, Barham, Canterbury, Kent, CT4 6NX | **Tel: 01227 831312** |

Email: office@barham.kent.sch.uk





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I hope you will support our efforts to maintain high levels of attendance and attainment.

Yours sincerely

Jo Duhig
Headteacher

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Pupil Name: _____

Class: _____

Address: _____

First day of absence: _____

Return: _____

Number of school days absent: _____

Reasons for request: *To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination). The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required). The Department for Education expects schools to authorise leave during term time only in **exceptional circumstances**. Exceptional circumstances are generally understood to be rare, significant, unavoidable events that are outside normal day-to-day family life.*

I understand that if the absence is not authorised and the leave is taken, the Headteacher may request that the Local Authority issue a Penalty Notice in accordance with current legislation.

Parent/Carer Name: _____

Signature: _____ Date: _____

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School Response

☐ Leave authorised

☐ Leave unauthorised

Attendance: _____

Request does / does not meet the criteria for exceptional circumstances.

Headteacher: Mrs Jo Duhig

Signature: _____ Date: _____

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