



Kindness • Perseverance • Success

Kingsway Primary School

Valley Gardens, Kingsway
Gloucester, GL2 2AR

Telephone: 01452 881800
www.kingswayprimary.org.uk
admin@kingsway.gloucs.sch.uk

Request for a 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 reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates’ Court.

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

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

Yours sincerely



All our policies are updated and are on the website.

Request for a leave of absence during term time

Pupil Name _____ Class/Tutor Group _____

Pupil's address _____

Date of first day of absence _____ Date of return to school _____

Number of school days that your child will be absent from school _____

If a pupil fails to return with ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them a Child Missing Education.

Please details the exceptional circumstances for which you are requesting leave of absence

I understand that is the absence is not authorized and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename _____ Surname _____

Address _____

Signed _____ Dated _____

Dr/Mr/Mrs/Miss/Ms

Forename _____ Surname _____

Address _____

Signed _____ Dated _____

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete and copy retained: AUTHORISED / UNAUTHORISED (please circle)

Request for a leave of absence during term time – school response

This response must be sent to each parent and a copy retained by the school

Dear _____,

Child's Name _____ Class/Tutor group _____

Your request for absence on the following dates: ___ / ___ / ___ to ___ / ___ / ___

totally _____ days, has been considered and is **AUTHORISED** **UNAUTHORISED**

a) Their attendance is currently _____

b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed _____ (Headteacher) Date ___ / ___ / ___

Print name _____