

Stocksbridge Family of Schools



Request for Exceptional Term Time Leave (one form per child)

The following application is used by the Stocksbridge Family of Schools. Where a request is made by a family with children in more than one of these schools, the decision will be discussed and agreed across the schools involved.

Absence from school, whatever the reason, harms the educational chances of a child. For this reason term time leave will not usually be authorised and will only be granted in exceptional circumstances in line with the following government guidance:

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.

Parents can be fined for taking their child on holiday, or for any other period of leave taken lasting five days or more taken during term time without consent from the school. Fines are charged at £120 per parent payable within 28 days, this amount is reduced to £60 if paid within 21 days.

Name of Pupil Siblings in this or other schools (name, dob, name of school)	Name of Parents or Carers Telephone number Email
Dates of exceptional leave request. From To	
Why are you requesting an exceptional leave of absence during term time? What steps have you taken to minimise the impact of the leave on your child's learning? Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad) UK: Abroad:	
<ul style="list-style-type: none"> <i>I confirm that the information on this form is true</i> <i>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</i> <i>I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</i> <i>I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.</i> 	

For school use only		Date request received / /	
<p><i>Has the request been considered by the Head teacher? Y/N</i></p> <p><i>Has the request been discussed with the parent/carer? Y/N Date:</i></p> <p><i>No of school days Requested No of days Authorised No of days Unauthorised</i></p> <p><i>Date of decision letter sent to parent/carer :</i></p>			
Name of school		Head teacher's signature	Date
<p><i>If unauthorised leave is taken and this case complies with Penalty Notice criteria the paperwork:</i></p> <p><input type="checkbox"/> <i>Will be forwarded to MAST along with a copy of your child's attendance register. A fine will be issued.</i></p> <p><input type="checkbox"/> <i>Will not be forwarded to MAST. A fine will not be sought in this instance.</i></p>			

Information re fines:

It is in conjunction with the LA guidelines and our FOS policy that we will request a fine for all parents/carers with whom a child lives and who make the decision/or agree to take a pupil on leave in term time.

For the purposes of Sheffield's Code of Conduct a "parent" is defined under Section 576 Education Act 1996 as:

- All natural parents married or unmarried.
- Any person who is not a natural parent of the child but has parental responsibility for the child. (as defined in the Children Act 1989)
- Any person who, although not a natural parent has care of a child or young person with whom the child lives and who looks after the child, irrespective of the relationship with the child.

Examples of fines

- Where a child lives with both parents/carers, both will be fined at £120, reduced to £60 if paid within 21 days.
- Where a child lives with one parent/carer the fine will be £120, reduced to £60 if paid in 21 days.

Please note, fines are per parent per family regardless of the school the children attend and not per child.