



## **TERM TIME LEAVE FOR EXCEPTIONAL REASONS**

### **Policy and application form for parents/carers**

#### **Governing Body Policy: Holiday and leave applications in term time**

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The Department for Education (DfE) has issued updated guidance to schools and Local Authorities in relation to holidays and leave in term time. This policy reflects the requirements of this guidance. The School Governing Body has authorised the Headteacher to act on its behalf so that the school fully complies with these requirements.

##### **Applications for holidays or leave in term time**

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- Any applications for leave in term time must be submitted at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken leave during term time cannot be considered and the absence will be unauthorised.
- Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays.
- All applications will be considered carefully, including how the pupil's educational progress could be affected.
- Where the request for leave involves travelling abroad parents are asked to produce the return tickets.

##### **Holidays in term time**

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- The guidance from the DfE states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not normally be authorised.
- Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted.
- This position is fully supported by the Local Authority and the School Governing Body.
- Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

##### **Leave in Term Time for Other Reasons**

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- Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period.
- The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused.
- In exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

1. The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid

**And**

2. The evidence necessarily warrants the child being absent from school in term time ie. does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

##### **Taking Unauthorised Leave in Term Time**

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Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

### **Penalty notices - per parent, per child**

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Penalty Notices will still be issued to each parent for each absent child. For example, if 2 siblings are absent for unauthorised leave in term time, this will result in each parent receiving two separate fines of **£80 each - £160 per parent and £320 in total**.

This is based on: term time leave of 5 consecutive days /10 sessions of unauthorised absence in a 10-week period.

### **Term time leave - offences in a 3-year period**

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- **First Offence**

The first time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days. This is reduced to £80 per parent, per child, if paid within 21 days.

- **Second Offence**

The second time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days. There is no reduction for any early payment.

- **Third Offence**

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 more) times within those 3 years, a penalty notice cannot be issued. Instead, this will automatically progress to court.

### **Losing the school place**

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- Parents are responsible for returning their child to school on time.
  - After 4 weeks (20 school days) of unauthorised absence, the pupil's name may be removed from the register.
  - Parents will then have to re-apply for admission when they return, and it may not be possible for the pupil to return to this school.
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## APPLICATION FORM FOR TERM-TIME LEAVE FOR EXCEPTIONAL REASONS

I have read and understood the Tower Hamlets and Woolmore Governing Body Policy above.

Signature of parent/carer	Date

Name/s of pupil	Year and class	Date of Birth

Current address

Phone		Email	
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Last day of attendance		Date of return to school		Number of school days	
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Please give details of the purpose and exceptional reason(s) for this application for leave in term time and why the leave cannot be taken in school holiday time. Attach any supporting evidence:

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Please provide the address of where you and your child/ren will be staying

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Email and telephone for contact while abroad

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I have provided supporting evidence for exceptional reasons for the leave in term time, including tickets/itinerary if applicable by:	Email Attached to form	<input type="checkbox"/> <input type="checkbox"/>
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- I can confirm that the information provided above is correct at this time. I agree to inform and update the school of any changes and be contactable during this period of absence.
- I understand that I may be issued a Fixed Penalty Notice if this application for leave during term time is not authorised.
- I understand that if my application is authorised, it is only authorised for the specified dates. Any additional days of leave will be unauthorised, and I may still be fined.
- I can confirm there is no possibility of this leave being taken in the school holidays.
- **I understand that this period of proposed absence should be treated as unauthorised absence until I receive a response from the headteacher.**

<b>Parent/Carer Signature</b>		<b>Date</b>	
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### Response from Woolmore School

Current Attendance Information

	Tick
This application has not been approved because there is insufficient evidence that the leave must be taken during term time due to exceptional circumstances. We understand that you may still be absent for this period, and we wish you and your family safe travels, however this absence will be recorded as unauthorised.	
<b>Or</b>	
<p>This application has been agreed for ____ school days.</p> <p>Your child must return to school on _____. Any further consecutive absence from this date will be unauthorised.</p> <p>No reminders will be sent. It is the responsibility of the parent/s/carers to notify the school of any changes in circumstances.</p>	

<b>Signed by Headteacher</b>		<b>Date</b>	
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