

# Heathfield COMMUNITY SCHOOL



School Road, Monkton Heathfield,  
Taunton, Somerset TA2 8PD  
Tel : 01823 412396  
Fax : 01823 413119

<b>For Office use only</b> % attendance  1. _____ 2. _____ 3. _____
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## Term Time Leave Request Form

From September 2013 the Government has said schools may **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances.  
**PLEASE SEE OVERLEAF**

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's attendance record.

Name of student / students

Tutor Group

1 .....

.....

2 .....

.....

A request to be authorised as being absent from school

**Dates** : from ..... to ..... (inclusive)

Exceptional Circumstances (please tick one)

- Emergency service / forces personnel with proof of enforced holiday period.**
- Holiday industry employees with proof of this being the **ONLY** time period allowed by employer.**
- One transcontinental leave request per Key Stage for a very significant extended family event, including seeing and elderly/ seriously ill relative.**

Please give more information :

Signature Parent/Carer .....

Date .....

**Please return this form to school well in advance of your proposed absence (minimum 2 weeks' notice).**

<b>Authorised</b>		<b>Not Authorised</b>	
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## **Important Changes in Attendance Regulations**

**From 1st September 2013, any holidays taken during term time will NOT be authorised by the school.**

This is because the Government has recently changed the law with regard to granting term time leave of absence, replacing the 2006 regulation that allowed schools to grant up to 10 days leave of absence at their discretion.

**This means that from September 2013, schools may NOT grant ANY leave of absence during term time unless there are EXCEPTIONAL circumstances.**

### **Exceptional Circumstances does NOT include :**

- ✗ Cheap holiday cost
- ✗ Getting personal paperwork, visa's updated (this should be planned into holiday periods)
- ✗ Visiting relatives (this should be planned into holiday periods)

### **Exceptional Circumstances MAY include :**

- ✓ Emergency service / forces personnel with proof of enforced holiday period.
- ✓ Holiday industry employees with proof of this being the ONLY time period allowed by employer.
- ✓ One transcontinental leave request per Key Stage for a very significant extended family event, including seeing and elderly/ seriously ill relative

**Regular time off for illness will be challenged, requiring not only medical evidence but also medical guidance on how schools can best support and 'manage' those children in school. Saying a child is "unwell" will no longer be enough, parents will need to be specific.**

Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and well-being. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Therefore, any unauthorised absence in term time can result in the issuing of a Fixed Term Penalty Notice by the Education Attendance Service. Parents will have 21 days to pay this £60 fine, after which it goes up to £120.

### **Examples of Penalty Fines**

One parent, one child	£60
One parent, two children	£120
Two parents, one child	£120
Two parents, two children	£240

Failure to pay a Fixed Term Penalty Notice within 28 days may result in a criminal conviction and a fine in the Magistrate's Court of up to £1000.

A fixed Penalty Notice might also be issued if a **child's attendance falls below 92% with 10 sessions (1 session = am, 1 session = pm – one day = 2 sessions) or more missed and no satisfactory reason or explanation is given.**

Where an absence is considered to be completely unavoidable, a term time leave request form is available from the office which **must** be completed and returned to Ian Caddy as far in advance as possible (within 2 weeks).

If you have any concerns about the contents of this reply, please contact the School.

**Somerset County Council will be supporting all schools in ensuring the law is upheld.**