

Term Time Leave Request Form

From August 2024, the Government has said schools will **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances.

PLEASE SEE ATTACHED INFORMATION.

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

Name of Child / Children	Tutor Group

Request to be authorised as being absent from school. Dates (inclusive):

From	To

The exceptional reasons for this request are:

Please tick the appropriate box and provide details as appropriate:



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Kingsmead Academy is part of the Cabot Learning Federation, a company limited by guarantee.
Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT. Company registration no. 06207590.

I have not made any previous requests for leave in the current school year.

I have made previous request/s for leave in the current school year.

Details of previous request/s

Parent / Carer Name	
Signature	
Date	___/___/___

Please return this form: FAO Attendance Officer, Kingsmead School - well in advance of your proposed absence.

Authorised		Not Authorised	
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Important Changes in Attendance Regulations

From 19 August 2024, schools will **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances.

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.

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

The school will consider each application individually, taking into account the specific facts, circumstances, and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case. Where a leave of absence is granted, the school will determine the number of days the student can be away from school.

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 Local Authority. Parents will have 21 days to pay this £80 fine, after which it goes up to £160.

Examples of Penalty Fines

One parent, one child	£80
One parent, two children	£160
Two parents, one child	£160
Two parents, two children	£320

If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated. If a previous Penalty Notice has been issued within the past 2 years, then the Local Authority will proceed straight to Court.

A Magistrates Summons that could lead to a criminal record, a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.