



REQUEST FOR ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information overleaf.

The Headteacher cannot grant any leave of absence during term-time unless there are exceptional circumstances.

**To: The Headteacher
St Michael's Academy**

I wish to apply for

Name: _____ Class: _____

Name: _____ Class: _____

To be authorised as being absent from school from _____ to _____

inclusive for the purpose of a leave of absence at (specify location) _____

My exceptional circumstances are:

By signing this request I confirm that I have read the advice overleaf and I am aware of the implications to my child's attendance record and possible penalties payable.

Signature of Parent/Carer _____ Date _____

Please return this form to your child's school

Headteacher Matt Vella
Deputy Head Cara Compton-Foster
Chair of Governors Ed Pyke
Business Manager Sharon Whatmore

A company limited by guarantee, registered in England and Wales | Company Number 8210739
Registered Office - St Michael's Academy, Grass Royal, Yeovil BA21 4JW

Absence in Term-time (term-time leave requests) Advice to Parents
IMPORTANT Please read carefully the information below

The Law

Pupil Registration Regulations – September 2013

The law does not say that parents have an automatic right to take their child out of school for holidays during term-time. Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

If you remove your child from school for unauthorised leave or more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance or render the parents liable for a Penalty Notice and a fine.

If the child is away from school for a total of four weeks or more, the school may have to take the child off the roll unless there is a good reason for the continued absence, such as illness. In these circumstances, it is up to the parent to inform the school as once removed from roll there is no guarantee that the child will regain a place at the same school.

Children should attend school for 190 days each year and every day is important. Please help them not to miss any of this valuable time.

The Education (Penalty Notices) (England) Regulations 2007 – September 2013

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

We hope that when you have read this advance you will consider that your child's education is too important to take holidays during term-time.

If you wish to talk to someone about this advice, please contact your school's Education Welfare Officer: 01935 463741
