Barons Court Primary School and Nursery

Request for Leave from Learning in School Time

Pupils are **only** in school for 190 days each year.
There are 175 other days for holidays and other activities.

The current law does not give any entitlement to parents to take their child out of school during term time. The School Attendance (Pupil Registration) (England) Regulations 2024) acknowledges that by law all children of compulsory school age must receive an appropriate full-time education. This prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

There is a single national threshold for when a Penalty Notice must be considered by schools, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of any type of unauthorised absence. If the absence is not authorised and the holiday is taken, the case will be referred to the Local Authority School Attendance Service who will issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent for each child taken out of school for the first period of absence. A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed, the matter may be referred to the Local Authority for consideration of prosecution via the Magistrates Court.

How to use this form:

- Use for all absence other than sickness.
- Return to the school **4 weeks before** the date of the requested absence.
- Use a separate form for each absence and for each child.

*Parents are strongly advised **not** to finalise any holiday booking arrangements before receiving the school's decision on their request.*

Guidance:

- Absences can only be authorised by the Headteacher.
- Please see our Attendance Policy located on our school website before making any requests.
- No absence will be authorised for **Year 6 pupils** during SATs week or for any pupil in September, immediately after the summer break.

Parent/Carer to complete this section:

Name of Child: _____ Homegroup: _____

Is your child of statutory School Age (the term after your child's 5th birthday)? YES/NO

Is this the 1st request for absence this academic year? YES/NO

Date of First Day of Absence: _____

Date of Return to school: _____

Total of absent school days: _____

Please note the school day is divided into 2 registration periods, for example if your child is absent for three days this equals 6 sessions and a five day absence equals 10 sessions.

Please note that any term time requests for absences of five days or more may incur a penalty notice which will be issued by the Local Authority,

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **will not** be able to consider your request without support documents.

The **exceptional** circumstances giving rise to this request are: (Please attach any supporting documentation if required)

Parent's Declaration: I have read the Attendance Policy on the school website and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.

Signed: _____ Date: _____

Name of Parent: _____	Name of Parent: _____

School office to complete this section:	
Number of sessions absence within the preceding 10 weeks: Authorised: _____ Unauthorised: _____ Total: _____	Number of sessions absence this academic year: Authorised: _____ Unauthorised: _____ Total: _____
Attendance 2024/2025: _____ %	Current Attendance: 2025/2026: _____ %

Headteacher to complete this section:	
Your request is **approved** due to exceptional circumstances and the absence is duly authorised	
Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following reason:	

	No details of any exceptional circumstances have been provided.

As your request has **not been approved** and is more than five days of absence during term time a request for a penalty notice to be issued will be made to the Local Authority.

	Has a request for a penalty notice to be issued been made?

The Headteacher has considered your request for leave of absence and your child's absences will be recorded as follows:

Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	

Signed:	Date:
Date Returned to the School Office	