

Request for a leave of absence – Family Holiday during term time 2025/26

Parents/carers should be aware that the law does not grant parents/carers an automatic right to take their child out of school during term time. The Department for Education allows a headteacher the discretion to consider authorising a leave of absence in term time only in “**exceptional circumstances**”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons, which build on the teaching they have missed. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of **absence this will be recorded as unauthorised leave**.

In the case of an unauthorised leave of absence, the Local Authority may issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school **at least seven days before the start of the holiday**. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Mr K Brand
Attendance Lead
kbrand@klbschool.org.uk

Request for a leave of absence - Family Holiday during term time 2025/25

Student's Name Tutor Group

Student's address
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Date of first day of absence Date of return to school

Number of school days that your child will be absent from school

Please detail any exceptional circumstances for which you are requesting leave of absence

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I understand that if the absence request is not authorised and the holiday is taken the Local Authority may issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address:

Relationship to student

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address:

Relationship to student

Signed Dated

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

Please return form to Mr K Brand either via reception or kbrand@klbschool.org.uk
