St Gabriel the Archangel
Catholic Multi-Academy Trust

St. John Fisher Catholic College
Ashfields New Road
Newcastle under Lyme
Staffordshire. ST5 2SJ

Headteacher: Mr G Murray
saintjohnfishercc.co.uk
01782 307551
sjf@ctkcc.co.uk

Request for leave during term time

To: The head teacher of **St John Fisher Catholic College** Date .....

I request a leave of absence from school during term time for:

My child (full name) ..... Year Group .....

for the date/s: ..... to ..... Number of school days .....

The **exceptional** circumstances and reason for this request are:
(Please note holidays are not regarded as exceptional circumstances under DFE Directive)

.....

.....

.....

Please attach any/all supporting evidence.

I have (an)other child(ren) in (an)other school(s) as follows

Child (full name) ..... School(s) attended .....

Child (full name) ..... School(s) attended .....

Child (full name) ..... School(s) attended .....

Signature of 1st parent/carer ..... Print Name .....

Address ..... Postcode .....

Signature of 2nd parent/carer ..... Print Name .....

Address (if different) ..... Postcode .....

Please return the completed form to the school office. The school will then write to you to inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance .....%

Number of sessions taken as leave during term time ..... (this academic year)

Request for leave is **agreed / not agreed** Reason .....

Signed ..... Headteacher Date .....

Date request received ..... Date notification sent to parent/carer .....

St Gabriel the Archangel Catholic Multi-Academy Trust is a company limited by guarantee registered in England and Wales with company number 08146661. Registered office address: c/o Painsley Catholic College, Station Road, Cheadle, Staffordshire ST10 1LH.

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APPENDIX 1

Guidance Notes for Parent/carers requesting Leave in Term Time

1. Parent/carers who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the head teacher**. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parent/carers are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. **Exceptional circumstances do not include term time holidays.** Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time. This includes for those Parent/carers holding certain occupations or for working in certain services.
4. Staffordshire County Council understands the challenges that some Parent/carers face when booking holidays particularly during school holidays. However, we believe that, to ensure children, receive the best education and prospects, that they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parent/carers need to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of:
    - the **exceptional** circumstances stated that have given rise to the request.
    - the stage of the child's education and progress and the effects of the requested absence on both elements
    - frequency of similar requests
    - whether the parent made the request in advance
    - students/pupils on examination courses or due to take examinations will **not** normally be granted leave of absence.
6. Where Parent/carers have children in more than one school a separate request must be made to each school. The head teacher at each school will make their own decision based on the factors relating to the child at their school. However, head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e., following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide **not to grant leave of absence** and Parent/carers still take their child out of school, the absence will be recorded as **unauthorised,** which may be subject to a Penalty.
    - **New two penalty notice limit in a three-year period. The three-year rolling period starts for Parent/carers when the first penalty notice is issued to them after the 19th August 2024.**
    - **The first Penalty Notices for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.**
    - **If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.**
    - **A third penalty notice cannot be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £2500.**
9. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging Parent/carers who ignore the law.

* Generally, the DfE states that Parent/carers include all those with day to day responsibility for a child.

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