

Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION					
Surname of child				First name	
Date of birth		Year		Class	
Full name of parent (1)					
Address of parent (1)					
Postcode			Telephone No.		
Full name of parent (2)			Telephone No.		
Address of parent (2)					
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why					
Departure and return date					
Would your child miss any national tests or examinations?				Yes / No	
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)				Yes / No	
Are there any other siblings? If yes please state their name and the school they attend				Yes / No	
Parent/Carer signature			Date		
HEADTEACHER/SCHOOL SECTION					
Holiday in Term Time	(i) approved _____ school days		(ii) not approved _____ school days		
Reasons					
Date discussed with parent/carer and/or date informed of approval/ non-approval					
Headteacher's signature			Date		

Exceptional Circumstances

The Department for Education has not issued any guidance to Head Teachers on what constitutes “exceptional circumstances” in relation to requests from parents for family holidays taken in term time. Each case should be viewed on its own merits.

Wirral Head Teachers, recognising that family time is important, have indicated they may view the following circumstances as exceptional:

- where parents' conditions of employment preclude them from taking holidays during school holiday time or prescribed holidays must be taken in school time, for example, serving members of the armed forces or where there is a factory shutdown. In most cases, in order for Headteachers to consider this as exceptional, any request for leave of absence must be accompanied by a letter from the parent's employer stating that the period requested is the only time in the whole year that the parent can have time off.
- cases involving a terminally ill child. Head Teachers may also wish to consider carefully issues in relation to family members with a terminal illness
- whilst a family member having a disability does not always mean that a request will be considered exceptional, taking in to account the NAHT guidance below, Head Teachers will take this into consideration
- holidays funded by charities
- absences in relation to recognised religious festivals

If a Headteacher, accepts one of the above criteria and authorises leave of absence in one year it does not necessarily mean that in future years absence will be authorised for the same reason.

Wirral Attendance Service can also be contacted for further discussion in respect of leave of absence during term time.

Guidance from NAHT suggested that the principles for defining exceptional are rare, significant, unavoidable and short with unavoidable meaning an event that could not reasonably be scheduled at another time.