

**EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)**

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, means that Head Teachers may no longer authorise leave during term time except where the circumstances are exceptional. This is also in accordance with Birmingham Local Authority's 'Leave in Term Time Guidance'. If your child takes leave that has not been authorised by the Principal, it will result in the absence being recorded as unauthorised. Please understand that this may lead to the issuing of a penalty notice and legal action being taken or your child losing their school place.
- Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.
- If you believe there is an exceptional and urgent reason for your child to take leave during the term please complete the form attached and return to your child's Key Worker. The Principal will then make a decision on whether or not the leave can be authorised. For example:
  - death of parent/carer or sibling of the pupil
  - life threatening or critical illness of parent or sibling of the pupil
  - religious observance
  - parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Having read these notes, if you still wish to apply for a leave of absence for your child then please complete the application attached. This form should be returned to your child's Key Worker as far in advance of the proposed leave as possible.

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Pupil's Name ..... D.O.B ..... Key Worker.....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
.....  
.....

Dates of Absence

From ..... To ..... No of school days .....

Address where we will be staying.....  
.....

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- If I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, penalty notices may not be issued and cases may be taken straight to Court.

<b>Parent/Carer Name</b> .....	<b>Parent/Carer Name</b> .....
<b>DOB</b> .....	<b>DOB</b> .....
<b>Address</b> ..... .....	<b>Address</b> ..... .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....

Request **agreed / denied**

Signed ..... Principal      Dated .....

