



Application for Exceptional Leave of Absence During Term Time

1. **The law states that parents / carers do not have the right to take their children out of school during term time.** The government have recently updated the law regarding school attendance.

I understand the information in this section:

Yes

2. **Headteachers are NOT permitted to authorise a leave of absence** taken during term time because school absence results in a negative impact on children's learning and progress. Unless the circumstances are exceptional, schools will not authorise a leave of absence during term time.

I understand the information in this section:

Yes

3. Nottinghamshire County Council deem that the following are **NOT** legitimate reasons for taking your child out of school in term time:
- My work does not allow me to take holidays during the school holiday periods
 - Days overlapping with the beginning or end of term
 - My child needs a holiday at quieter times due to their needs
 - Our holiday has been gifted/arranged by others and we did not have a choice of dates
 - My child has good or 100% attendance
 - Availability of cheaper holidays and travel arrangements
 - We booked the holiday before checking with the school
 - Holiday dates of siblings/family at other schools are different
 - Day trips/Birthday plans
 - It's a special sporting fixture/show/event I want my child to attend

I understand the information in this section:

Yes

4. **Exceptional** circumstances for pupil absence in term-time are typically situations that are **rare, significant, unavoidable and short**. Examples might include:
- Family emergencies such as funerals or serious illness of a close family member
 - Weddings of immediate family members
 - Religious observances
 - Medical appointments that cannot be scheduled outside of school hours.
- It is important to:
- request any leave well in advance (ideally 4 weeks)
 - provide evidence where necessary

I understand the information in this section:

Yes

5. When your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Parents can be fined by Nottinghamshire County Council if their child is absent from school without authorisation for 5 days or 10 half days over a 10-week period. This can include a mixture of holiday absence, lateness and other unauthorised absences.

I understand the information in this section:

Yes

6. Should parents choose to take their child out of school in term time, they could be issued with a penalty notice which could lead to a fine between £80 - £160. The fines can be issued to both parents for each child.

Penalty notices are issued by Nottinghamshire County Council. Our school never receives any money when penalty notices are issued.

I understand the information in this section:

Yes

7. After reading the information about exceptional leaves of absence during term time:

I would like to make an application for an exceptional leave of absence:

Yes No

8. Name of your child/children:

9. Your child(s) class:

10. Your home address:

11. First date of absence: _____

12. Date of return to school: _____

13. Total number of school days missed: _____

14. Please explain the exceptional circumstances that make it necessary to have a leave of absence during term time:

15. I make this application for my children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Yes

16. Name of Parent/Carer making application: _____

17. Parent/Carer 1 email address: _____

18. Parent/Carer 2 email address: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

An online version of this document is available here: <https://forms.office.com/e/tXRQjtuDDr>