MARLING SCHOOL

MARLING SCHOOL AND SIXTH FORM
CAINSCROSS ROAD, STROUD, GLOUCESTERSHIRE GL5 4HE
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Request for a Leave of Absence During Term Time

Parents should be aware that the law does not grant parents 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, and arrangements need to be made for individual children to catch up on missed work. 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 below, setting out the reasons. If the request 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**.

- **Your local council can issue each parent a fine of £80 - this will rise to £160 if it is not paid within 21 days.**
- **If you are issued with a second fine within the next 3 years, the fine will be £160. If you do not pay the fine within 28 days, you may be taken to court for keeping your child out of school.**
- **From the 2024 to 2025 school year, each parent will only receive a maximum of 2 fines for the same child in any 3-year period.**
- **If your child is off school with an unauthorised absence 3 or more times within the 3 years, you will not be fined but may be taken to court.**

School attendance and absence: Legal action to enforce school attendance - GOV.UK (www.gov.uk)

All leave of absence requests should be completed on the 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.

Request for a leave of absence during term time

Student name: …… Tutor Group: ……

Student's address: ……

Date of first day of absence …… Last day of absence: ……

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

If a student fails to return to school within ten days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to remove your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence.

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- *I understand that if the absence request is not authorised and time off is taken from school the Headteacher may request that the Local Authority issue a Fixed Penalty Notice.*
- *I understand that a Penalty Notice is issued to <u>each</u> parent for <u>each</u> child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £120 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(s)/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms/Other ……

Forename …… Surname ……

Address ……

Signed …… Date ……

Dr/Mr/Mrs/Miss/Ms/Other …….

Forename …… Surname ……

Address ……

Signed …… Date ……

Please give at least seven days' notice for absences; Retrospective applications cannot be approved.

For School use: Date received ..... Copy Retained ..... AUTHORISED/UNAUTHORISED