



North Cadbury C of E Primary School

LEAVE OF ABSENCE & HOLIDAY - REQUEST FORM

This form should be returned to the School Office at least FOUR weeks before the start of the leave requested

With effect from 1st April 2019, **parents will no longer be able to apply for leave of absence for their children for the purpose of a family holiday during term time.** The new regulations state that leave of absence during term time may only be granted by the Head Teacher if there are **exceptional circumstances**. Please refer to the school attendance policy available on our school website or from the school office. If you are at all unsure about what constitutes 'exceptional circumstances' please contact Mrs Thompson at the school for clarification.

Where exceptional circumstances are to be considered, evidence from an employer will **need** to be provided. **Please note you must give 4 weeks-notice of any request for leave.**

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may result in a Fixed Term Penalty Notice. Penalty notice fees are: £60 per parent, per child, rising to £120 if not paid within 21 days. (From August 2024 this will be £80/£160)

I wish to apply for the student(s) listed below to be authorised as being absent from school from to inclusive) for the purpose of at (specify location)

Name of Student(s)	Registration Group/Class

The exceptional circumstances to be considered are:

Signature Date
Parent/Carer

LEAVE OF ABSENCE/HOLIDAY-REQUEST FORM

Your request for an absence/holiday during term time has been authorised on the basis that there are exceptional and compelling circumstances which mean you have no other option other than to take this absence during term time. Please note that the duration of any authorised holiday absence is now limited to 5 school days (i.e. one week of holiday). Should the holiday be extended for any reason the extension will be regarded as an unauthorised absence, and will be subject to a **Fixed Term Penalty Notice**.

Your absence has been authorised under the following category:

- **Forces personnel on leave from a foreign posting**
- **Significant employment restrictions (relating to parents).**
- **A significant family event/circumstance, such as bereavement.**

Signed.....

Mrs L Thompson

Head Teacher

Unfortunately, it has not been possible to authorise your request because the reason is not within the permissible criteria. Therefore, please note that if your absence/holiday is for longer than 5 full school days a Fixed Term Penalty Notice will be issued by Somerset County Council.

Penalty notice fees are: £60 per parent, per child, rising to £120 if not paid within 21 days. (From August 2024 this will be £80/£160 respectively). Further information about this can be found here: [Somerset County Council - Penalty Notice Protocol](#)

A copy of this form will be sent onto Somerset County Council who will issue a Fixed Penalty Notice directly, so please do let us know immediately if you are cancelling/changing your absence/holiday.

Signed.....

Mrs L Thompson

Head Teacher