



GROVE PARK PRIMARY SCHOOL – TERM TIME LEAVE REQUEST FORM



We would ask you to seriously consider your request to take your child out of school. Lack of continuity may affect your child’s academic progress. We do not authorise any holiday taken during term time, in accordance with advice given by the DFE and the London Borough of Hounslow. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 specify that Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The government has not defined the 'exceptional circumstances' referred to in the 2013 regulations, rather it is for each Headteacher to decide what he or she views as an exceptional circumstance.

If you wish to request Term Time Leave, please complete the form below and send it in to The Headteacher who will consider your request and return the form to you. No other member of staff is allowed to make any decisions with regard to Term Time Leave requests, so we respectfully ask that you do not ask other members of school staff e.g. the office staff, to give an explanation for The Headteacher’s decision. If you wish to discuss your request you will need to make an appointment with Mr Jones. The Headteacher will consider each absence request individually and decide whether to authorise the absence and they will also decide how many days your child can be away from school if the absence is granted.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school, as once removed from roll, there is no guarantee that the child will regain a place at the school.

If you take your child out of school during term time for a holiday or any other unauthorised reason, you may be issued with a warning letter from the Education Welfare Office at Hounslow and the absence will be recorded on your child’s school records. Failure to inform the school in advance will result in an unauthorised absence being recorded. If you take your child out of school again, at any point during their whole school life, you may be issued with a Fixed Penalty. The Penalty Notice of £60 (per parent, per child, per absence) increases to £120 if not paid within 21 days, and is payable within 28 days. Failure to pay a Fixed Penalty Notice will result in a prosecution for failing to ensure the regular school attendance of your child.

Child’s name:	Year Group/Class:
First day of absence:	Date child is expected to return to school:
Number of days absence from school:	Today’s date:

Reason for term time leave request:

I have read and understood all of the above information and understand that my child’s absence may result in an official warning or Fixed Penalty Fine.

Name of Parent/Carer (please print):	Signature of Parent/Carer:
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Headteacher’s comments:
 I am not authorising the above term time leave request
 I am authorising all of/some of the request for term time leave due to exceptional circumstances
 Agreed date of return: _____
 Signed: