ST BARTHOLOMEW'S C of E PRIMARY SCHOOL

'Roots to Grow and Wings to Fly'

QUANTOCK EDUCATION TRUST

Term Time Leave Request Form

Name of child:	**Class / Teacher:**	
Inclusive Dates of Request for Term Time Leave	**From:**	**To:**

Exceptional Circumstances (please see the guidance document on the back of this form and ensure that supporting evidence is provided).

Term time leave has also been requested for the following child(ren):

Name: **School:**

Name: **School:**

Signed (Parent / Carer): **Date:**

Term time leave will only be authorised when an application meets the **Exceptional Circumstances** criteria, outlined in the Attendance Policy and the Guidance Flowchart. **Government guidance states that "As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday."** Further information will be taken into account **if the headteacher agrees that an application meets the Exceptional Circumstances criteria**.

This will include:

- The date of the request and the amount of notice provided
- The overall attendance of the child (ren) and whether this is at or above expected level
- The time / duration of the request and whether it is within the first term of the academic year or of any new school placement, or it affects exams or the period leading up to exams
- Whether the child has had any term time leave within the current or previous academic year

IMPORTANT INFORMATION FOR PARENTS / CARERS:

- Parents / carers whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993.
- If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. **This may result in a Penalty Notice being issued or legal action taken for poor attendance.**

For school use only:

Current attendance:	97% - 100%	Excellent Attendance	
	96% - 96.9%	Expected Attendance	
	94% - 95.9%	Falling Below Expected	
	90.1% - 93.9%	Below Expected	
	90% or below	Persistent Absence	
	50% or below	Severe Absence	
Attendance history:	Year:	Year:	Year:

Authorised ☐ Unauthorised ☐

We will continue to monitor attendance and may require evidence following any term time absence.

Signed (Headteacher): Date: