

## APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

From September 2022 the Government's guidance for schools makes it clear that schools are no longer allowed to authorise Leave of Absence taken in term time, apart from where there are exceptional circumstances.

Headteachers can only grant a leave of absence during term time in exceptional circumstances therefore it is unlikely a leave of absence will be granted for the purpose of a family holiday. If you think you have exceptional circumstances, please talk to us without delay and before any arrangements have been made.

If permission is granted, the Headteacher will determine the length of time your child can be away from school. It will be the parents'/carers responsibility to ensure their child makes up any work that is missed in their own time upon return to school.

Should you decide to take your child out of school without the Headteacher's permission, the school's attendance policy makes it clear that an unauthorised term time absence will be recorded as unauthorised and will result in a Penalty Notice being issued.

The Penalty Notice is for £160 per parent, per child if paid within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

All requests for an exceptional leave of absence during term time must be submitted to the Headteacher via [admin@keresleygrange@coventry.sch.uk](mailto:admin@keresleygrange@coventry.sch.uk).

Yours sincerely



Mr. J. Astley

## Leave of Absence in Exceptional Circumstances Request

(Please complete one form per child)

Child details			
<b>Name</b>		<b>Year group</b>	
<b>Address</b>			
Full name of parent(s)/carers			
<b>Parent/carer 1</b>			
<b>Parent/carer 2</b>			
<b>Address if different from above</b>			

<b>First date of absence:</b>	
<b>Last date of absence:</b>	
<b>Date of return to school:</b>	
<b>Number of days absent:</b>	

<b>Please provide details and reasons for the exceptional leave of absence request.</b>

Please provide details of any other school aged children that you are requesting this exceptional leave for: This will enable us to co-ordinate our response to this request with other schools.

Child's name	Year Group	Name of School

Please sign below to confirm the following.

- I have read and understood the information provided on the first page of this document.
- I agree to the conditions outlined in this document.
- I have read the schools Attendance Policy.

Signed:..... (Person(s) with Parental Responsibility)

Signed:..... (Person(s) with Parental Responsibility)

Date:.....

**OFFICE USE ONLY**

- In this instance I am able to authorise the absence as I agree that your request is due to exceptional circumstances.
- I am unable to authorise your request as your reason(s) do not qualify as exceptional circumstances.
- Further information/meeting is required, please contact school.

Signed:..... (Headteacher)

Date:.....