



CHANTLERS PRIMARY SCHOOL Request for Term Time Leave

Please refer to the guidance on the back of this form before requesting leave

Child's Name:	Class:										
Date finish school before start of absence:											
Date return to school following the absence :											
Please provide a brief explanation that you wish to take your child out of school during term time:											
Name :											
Signed:	Date:										
IMPORTANT INFORMATION											
Leave will only be granted in exceptional circumstances and at the Headteachers discretion.											
<ul style="list-style-type: none"> • Forms must be submitted at least two weeks prior to the start of the leave, late requests may be regarded as an unauthorised absence of the child. Authorised absence will not be granted retrospectively. • If your child(ren) has/have an unauthorised absence for 4 weeks or more you may lose your place at this School. • No request for absence will be authorised for Year 6 pupils during SATs week, or the four preceding weeks. The date of the SAT's week is published at the start of the academic year. 											
<p><i>The school will reply to your request in writing. If your request is denied, but you chose to continue with the planned absence, it will be recorded as an unauthorised absence and may result in a referral to the Education Welfare Officer and in the local Authority issuing parents/carers with a penalty notice.</i></p>											
FOR SCHOOL USE ONLY											
Number of school days:											
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Authorised</td> <td style="width: 5%; text-align: center;"> </td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 5%; text-align: center;"> </td> <td style="width: 45%; text-align: center;">Unauthorised</td> </tr> <tr> <td style="border: 1px solid black; width: 30%;"></td> <td style="border: 1px solid black; width: 5%;"></td> <td style="border: 1px solid black; width: 10%;"></td> <td style="border: 1px solid black; width: 5%;"></td> <td style="border: 1px solid black; width: 45%;"></td> </tr> </table>	Authorised		/		Unauthorised					
Authorised		/		Unauthorised							
Penalty Notice: Y/N											
Signed: Headteacher:											
Date:											

If you wish to email your completed form, please download it from our website and email to chantlers@bury.gov.uk
 Amendments to the 2006 pupil registration regulations do not allow Headteachers to grant leave for a family holiday under any circumstances.

Leave of absence may only be considered by Headteachers in what the Government call **'exceptional circumstances'**. Here are the examples given by the Local Authority and how we must respond.

Reason	Justification	Decision
Holidays are cheaper during term time.	This is not an exceptional circumstance.	Absence will not be authorised, penalty notices may be issued.
Parent's/carer's employer allocated holidays fall in term time.	This is not an exceptional circumstance and is an issue that needs to be resolved between parent and their employer, not School.	Absence will not be authorised, penalty notices may be issued.
Parent's/carer's wedding abroad or in UK.	The wedding party must consider school term times when planning their wedding day, therefore absence can be avoided.	Absence will not be authorised, penalty notices may be issued.

Exceptional Circumstances - Examples

Reason	Justification	Decision
Parent/carer is in the armed forces.	Restricted period of leave before returning to official duties.	Absence can be authorised, evidence of leave required with request.
Parent/carer in the fire service.	The fire service prescribes holidays annually depending on their watch.	Absence can be authorised evidence of watch pattern required with request.
Parent/carer undergoing or recently undergone extensive medical treatment.	Request for leave has been made to coincide with a treatment schedule, or at the end of treatment.	Absence can be authorised medical evidence required with request.
Pupil's ongoing health/medical needs or the need for specialist accommodation.	Consider as an exceptional circumstance because holidays may not be able to happen out of term time.	Absence can be authorised medical evidence required with request.
Close family member wedding abroad or in the UK.	The wedding party might not consider school term times when planning their wedding.	Maximum of 3 days authorised evidence of wedding booking required with request.
Child visiting a sick close relative abroad or in the UK.	Unforeseen illness may fall in term time.	Depending on destination up to 5 days can be authorised, evidence of medical condition required with request. Details of where the child is staying will be required for safeguarding reasons.
Child attending a funeral in the UK or abroad.	Funeral dates may fall in term time.	Maximum of 3 days authorised evidence of funeral needed.
Child attending a religious festival or pilgrimage.	Hajj - once in a career	Maximum 10 authorised days, evidence required with request.
Child attending a religious festival or pilgrimage.	Eid - one day up to twice a year.	One day up to twice a year authorised, evidence required with request.
Child visiting a parent / carer in custody.	Visiting times may fall in term time.	1 day authorised, evidence of visit required on request.
Childs attending modelling, acting, or approved sporting activities	These events may fall in term time.	Absence authorised depending on nature of request, impact on education, YTD attendance, evidence required with request.

For further information, you can contact:

Mrs L Tracey on 0161 761 1074 or alternatively email: lornatracey@chantlersschool.co.uk