

# DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB  
Telephone 01952 386870



**Head Teacher: Becca Butler**

## **Guidance Notes for Parents requesting Leave in Term Time – updated July 2020**

Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Head Teacher the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least 20 school working days before the leave in term time requested dates to allow sufficient time for appropriate consideration.

The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.

Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- the age of the child;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;
- the nature of the trip;
- students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence;
- whether the same trip could be taken during the 13 weeks school is closed to pupils?

Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.

Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.

Should the school decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.



E-mail: [a3368@telford.gov.uk](mailto:a3368@telford.gov.uk)

Website: [www.dothillprimaryschool.co.uk](http://www.dothillprimaryschool.co.uk)

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**Head Teacher: Becca Butler**

## Request for Leave during Term Time

To: Becca Butler, Head Teacher of Dothill Primary School      Date of request.....

I request permission for leave in term time from school for my child:

full name..... class.....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer) ..... and (parent/carer).....

The **exceptional circumstances** and reason for this request are: -

*(If necessary, please continue on a separate sheet and attach it to this form)*

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) .....

Child(ren) (full name(s)) ..... School(s) .....

Child(ren) (full name(s)) ..... School(s) .....

**Name of 1<sup>st</sup> Parent/Carer**.....Signed.....

Current address.....

Mobile number:.....

**Name of 2<sup>nd</sup> Parent/Carer**..... Signed .....

Current address.....

Mobile number:.....

**Please return the completed form to the school office at least 20 working school days before the proposed absence. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Head Teacher.**



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## **For Office Use Only**

Date request for leave in term time received by school .....

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions previously taken as leave in term time .....

Re: **Siblings:** other schools confirmed? .....

What action are other schools taking? .....

## **Leave in term time Agreed/Not Agreed**

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the dates stated in this request.

Signed ..... Date .....

**Becca Butler – Head Teacher**

Notification of decision - date letter sent to parent .....by.....

Any notes:

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