



Request for Exceptional Leave in Term Time

Respect
responsibility
resilience

The school recommendation is that you **do not** take your child out of school for holidays.

However, in exceptional circumstances I will consider requests. I am not in a position to stop you taking your child/ren on holiday. However, if you do take your children on holiday without permission I will not be able to authorise the request.

Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Name of child	Class	(Office use only) Attendance	Decision communicated & recorded on SIMS
Address			
Reason for exceptional leave request			
Dates of unauthorised absence			Total no. of days
From (first date of absence)	Until (final date of absence)		
Contact details whilst away			
Flight Number and details			
I understand that removing my child from school will have a detrimental effect on their education and that I may be issued with a Penalty Notice of £60 per parent, per child if I take my child on holiday during term time.			
Signed (Parent/carer)		Print Name (Parent/carer)	
Office Use Only		Penalty Letter to follow? Yes / No	
I am unable to authorise this leave request Signed		In this instance I am able to authorise this leave request Signed	
Date		Date	



Reasons why your request may not be authorised;

- Your child's attendance record is below the recommended government guidelines
- Your child has already taken time for exceptional leave in term time
- The age and stage of your child's education
- The leave falls within an examination period
- A new school year has only just begun
- A period of leave will cause a detrimental gap in your child's learning
- A period of leave will disrupt the continuity of learning for your child
- The reason for your request is not acceptable

Should you however choose to take the holiday, the school's attendance policy makes it clear that if a holiday is taken in term time which has not been authorised, a Penalty Notice will be issued.

The Penalty Notice is for £60 per parent, per child if paid within 21 days of receipt of the letter from the Local Authority and £120 per parent, per child if paid after this date but 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. You will be contacted by Coventry City Council nearer the date of the leave.

Attendance during one school year	Equals days absent	Which is approximately	This shows the hours of lost learning and number of missed lessons
95%	10 days	2 weeks	30 lessons = 50 hours
90%	19 days	4 weeks	60 lessons = 100 hours
85%	29 days	6 weeks	90 lessons = 150 hours
80%	38 days	8 weeks	120 lessons = 200 hours
75%	48 days	10 weeks	150 lessons = 250 hours
70%	57 days	11.5 weeks	172.5 lessons = 287.5 hours
65%	67 days	13.5 weeks	202.5 lessons = 337.5 hours