



BARNSELY

Metropolitan Borough Council

Directorate for Children, Young People and Families

Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take a holiday during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child(ren) [include siblings at other Barnsley MBC Schools]

Form/Name of School

.....
.....
.....
.....

Holiday dates

Start date: .../.../.... End date: .../.../....

Number of school days missed

Reason for requesting a holiday at this time

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS .

Full name and address of parent applying for holiday leave:

Full name and address of parent taking child on holiday (if different):

SignedParent/Carer **Date of application** .../...../.....

If you go ahead with the holiday when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. **Per child, £60 if paid within 21 days; £120 if paid within 28 days.**

SCHOOL USE ONLY

Date Received
% Attendance

Family Holidays in Term Time

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issued fixed penalty fines for unauthorised holidays in term time.
- 2 No parent can demand leave of absence for the purposes of a holiday as a right.
- 3 Any request for leave must be made in advance.
- 4 Holidays cannot be authorised retrospectively.
- 5 The request should be made by the parent “with whom the pupil normally resides”. If this is the parent who is not taking the child on holiday, the full name and address of the parent taking the child on holiday MUST be provided on the form.
- 6 If the application for family holiday in term-time is made because of the parent’s workplace holiday arrangements then a letter from the employer explaining why the holiday must be taken in term-time MUST be attached to this form on proper letter- headed paper.
- 7 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 8 There is no requirement to authorise just because a request has been made.
- 9 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 10 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
 - Parent’s workplace holiday arrangements if supported by a letter from employer.
 - The overall attendance of the child in the previous (if for the first term) or current academic year.
 - If taking of holiday in the first half of the first term would have a negative impact on pupil progress.
 - If a previous holiday has been taken in the same academic year.
 - Timing of internal and/ or external examinations/ assessments particularly for Year 11 pupils.
 - Reason given by a parent for requesting holiday leave in term- time.

NB! Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.