

Dear Parent/Carer,

**Re: Application for term time leave for your child/children at William Harding School.**

Please find overleaf our ***exceptional circumstances*** form which is to be used to apply for all term time leave by parents with children at William Harding.

Government guidelines prevent schools from granting any leave of absence during term time unless there are exceptional circumstances. A family holiday during term time does not fall into the category of “exceptional circumstances”.

As a school operating within the Buckinghamshire Local Authority, we currently follow their procedures in relation to term time leave and unauthorised absence. Should your child’s absence exceed the threshold and subsequently trigger a fixed penalty notice, you should be aware that a representative from Buckinghamshire County Council’s Attendance Team may issue a Penalty Notice, payable direct to them.

From the 22nd April 2016 the criteria for issuing Penalty Notices for unauthorised term time absence has reduced significantly.

The Penalty Notice is as follows:

* £60 per parent/adult for each child if paid within 21 days, increasing to £120 if paid after 21 days but within 28 days of issue.
* If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, you may receive a criminal record and could be fined up to £1000.

Please be aware that any absences which occur immediately prior to and straight after the submitted dates will also be recorded as unauthorised. Please also note that the school does not benefit financially from this action.

We realise that the vast majority of parents do not take family holidays or days off in term time as they recognise the significant impact this can have on their child’s education.

Thank you for your support in ensuring your child attends school regularly and on time.

Yours sincerely



Miss Cotchin
Headteacher

**Exceptional Circumstances Form**



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| **Name** | **Class** | **Teacher** |
| **Dates of Absence (to and from)**  | **Number of days requested** |
| **Exceptional Circumstances***Term time leave will only be authorised in light of* ***exceptional circumstances****. Please include in* ***full detail*** *the exceptional circumstances in which your request is based upon and if applicable the country being visited.*  |
| **Date Submitted:**  | **Parents Signature:**  | **Parents Name:**  |
| **Office use only: Please ensure this form is completed and evidence requested prior to submitting to HT/ Lead FLO** |
| **Stat School age: Y/N** | **Evidence seen & attached: Y/N/NA** |
| **Unauthorised** | **Authorised** | **HT/Lead FLO signature:** |
| **Logged on TTL spreadsheet:** | **Code issued:**  | **Logged on SIMS:** | **Referral required/completed: Y/N** |
| **Parent/carer informed:** | **Reintegration required: Y/N** | **Staff signature:** |

*Lead FLO can authorise/un-authorise general holiday or requests for leave. For more complex requests, please submit to Headteacher.*