



*New day ..... endless possibilities!*



**Website:** [www.st-botolphs.leics.sch.uk](http://www.st-botolphs.leics.sch.uk)

### REQUEST FOR HOLIDAY DURING TERM TIME

|   |       |                             |       |
|---|-------|-----------------------------|-------|
| Name of child:  |       | Class:                      |       |
| Date of requested absence:  | From: | To:                         |       |
| <p><b><u>PLEASE NOTE:</u></b></p> <p>Since 1<sup>st</sup> September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.</p> <p>All requests are reviewed by the Head Teacher and the Governors.</p> <p>As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Head Teacher not approve your request for absence and you disregard their decision.</p> <p>For unauthorised leave of absence from August 2024, Penalty Notices will increase to £160 per parent per child (<b>discounted to £80 if paid within 21 days</b>). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court.</p> <p>If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and fine of up to £1000.</p> <p>You must submit requests for leave of absence at least <b>two weeks</b> prior to the first day your child will be absent. If you have a child who attends a <u>different school</u>, please provide their details below:</p> <p><b>Childs name:</b> _____ <b>School:</b> _____</p> <p>Please indicate the exceptional circumstances as to why this holiday could not take place in the course of the normal school holiday pattern:</p> <p style="text-align: right;">Please continue overleaf if necessary</p> |       |                             |       |
| Signed:   |       | Parent/Carer/Legal Guardian | Date: |
| <p><i>For Office Use only</i></p> <p>Approved/Not approved (delete as appropriate)</p> <p>Signed: _____ Head Teacher _____ Chair of Governors _____</p>   |       |                             |       |

