Orrell Holgate Academy
Holiday In Term Time Request Form

Date of Departure		**Date of Return**	
No. of School Days Absence		**Destination**	
***Local* emergency contact name**		**Emergency contact number**	
Address resident at whilst on leave			

Please provide details and reasons for requesting this leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.

I certify that the information provided on this form is correct. I understand that the school reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.

Signature		**Date**	

– FOR COMPLETION BY THE SCHOOL –

Authorised	YES / NO		
Exceptional Circumstances			
Signature		**Date**	
Name		**Position**	

Appendices

Appendix 1: Holiday in term time request form

Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2024 states that headteachers may not grant any leave of absence during term time.
- If your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be awarethat it may not always be possible to re-admit your child to the school.

Exceptional Circumstances: In considering whether any 'exceptional circumstances' apply, the Principal /Headteacher will consider if the reasons are **rare**, **significant**, **unavoidable,** and **short**. The Principal / Headteacher will also take into consideration the factors listed below:

- can the event for which the absence requested can be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil

CHILD'S DETAILS			
Surname		**First Name**	
Date of Birth		**Year Group**	
Address			
PARENT/GUARDIAN'S DETAILS			
Surname		**First Name**	
Relationship to child			
Address (if different to above)			
Telephone no.		**Mobile no.**	
Email			
DETAILS OF REQUEST FOR LEAVE			