Procedures for Parent & Carers when Requesting

Exceptional Leave during Term Time

**EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

Failure to submit a **Request for Student Exceptional Leave of Absence During Term Time** **form,** completedwith **all the required information,** in advance of travel will automatically result in the absence being recorded as **Unauthorised.**

If there are exceptional circumstances for your request, you **must** complete a **Request for Student Exceptional Leave of Absence During Term Time form** which is available from the School Main Reception.

You must complete in full the request form & return to school for the attention of the Headteacher, giving as much notice as possible, at least 2 weeks in advance where possible.

If your child is absent from school due to leave which has not been agreed in advance or leave which was not requested by submitting a fully completed Request for Student Exceptional Leave of Absence during Term Time form, this will be recorded as an unauthorised absence and will be referred to the LBH Attendance Support Team who may issue you with a penalty notice for your child’s unauthorised absence. **In some instances, a Court Summons will be issued instead of a penalty notice.**

**Penalty Notice Fines**

Penalty Notice fines will be issued to each parent/carer for each absent child

Failure to pay the Penalty Notice will result in Hillingdon Council considering legal proceedings against you in the Magistrates Court.

 **First Offence**

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

**£160**per parent/carer per child if paid within **28**days

Reduced to **£80** per parent/carer per child if paid within **21 days**

 **Second Offence (within a 3-year rolling period activated from the date of the first PN)**

The second time a penalty Notice is issued for term time leave or irregular attendance the amount will be: **£160** per parent/carer per child if paid within **28**days

**Third Offence (within a 3-year rolling period activated from the date of the first PN)**

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will NOT be issued, and **the case will be presented by Hillingdon Council to the Magistrates’ Court for prosecution under s444 Education Act 1996**.

Magistrates’ fines can be up to £2,500 per parent/carer per child.

**Any Further Offences will repeat the third offence stage (as indicated above)**

**REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

The following information **must** be provided in full & **in advance** of travel when requesting leave from school, **failure** to provide all the required information will automatically result in the absence being recorded as **unauthorised**.

|  |  |
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|  **Student’s First Name** |  |
| **Students Surname** |  |
| **Form class:** |  |
| **First date of Absence from School** |  | **Date of Return to School** |  |
| **Destination of Travel – (please indicate the Country you are travelling to)** |  | **Total Number of School Days Requested** |  |
| **Reason for Request:** |  |
| **Supporting Documents included: \* Yes No *\* Please specify*:****Copy of DATED Travel Booking Form attached: Yes \*No**  |
| **Signature of Parent / Carer: Date of Request:****You are also confirming that you have read overleaf and understand the information on Penalty Notice Fines for unauthorised leave.** |
| **For office use only:**  | Academic Year |  |
| Current Attendance % (copy of Current Reg Cert Attached) |   |
| Date Request Received by School |  |
| **\* Authorised \* Unauthorised** \*Delete as appropriate |
| **Headteacher Signature: Date:** |