



# Melbourn Village College- Exceptional Leave Request



Please complete Section A and B below

## Section A

I request that \_\_\_\_\_ Form \_\_\_\_\_  
(name of student and form)

be granted absence from Melbourn Village College

from \_\_\_\_\_ to \_\_\_\_\_ number of days \_\_\_\_\_  
(inclusive dates)

Please read the guidance overleaf first and then detail the reasons for requesting exceptional leave. Submit an attached note if insufficient room here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I confirm that I have read the guidance overleaf and understand the possible sanctions if I take my child out of school without permission.**

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**Section C** Authorised / NOT Authorised \_\_\_\_\_ %Attendance. History checked \_\_\_\_\_  
SLT signature \_\_\_\_\_ Date \_\_\_\_\_

✂ .....

## Section B (To be returned to parent ) **Melbourn Village College - Exceptional Leave Request**

Name of student \_\_\_\_\_ Form \_\_\_\_\_

Absence from (dates) \_\_\_\_\_ to \_\_\_\_\_

**Section C** Student Attendance \_\_\_\_\_ %. Number of days requested \_\_\_\_\_  
Authorised / NOT Authorised Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SLT signature \_\_\_\_\_ Date \_\_\_\_\_

**You have confirmed that you have read the guidance on exceptional leave requests and understand the possible sanctions if you take your child out of school without permission.**

## Guidance for requesting Exceptional Leave

As a parent or carer you are strongly urged to avoid taking your child out of college during term time. In the majority of situations such absences will be recorded as unauthorised.

The latest amendments to the Education (Pupil Register) Regulations mean that term time leave can only be authorised in “exceptional circumstances”. Very few situations can be regarded as exceptional. The death / funeral of a close relative will be considered as exceptional. Taking a holiday at a cheaper time of the season, or to fit in with other relative’s plans or travelling to an event early, or returning late, to avoid traffic for your convenience will NOT be considered as exceptional.

If leave is taken without permission it will be recorded as unauthorised absence. This will appear both in the college register and on your child’s report. Any decision about taking legal action as a result of unauthorised leave will be made in consultation with the Local Authority Education Welfare Officer (EWO).

Even when permission is granted the absence will reflect in your child’s attendance statistics. Regardless of the circumstances, the statistics will only record actual attendance, although we will have a record of the reasons for authorised absences.

DFE’s guidance states that:

### ***Can a school fine a parent for taking their child on holiday during term time?***

*Yes. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly. Taking an unauthorised term time holiday is grounds for issuing a penalty notice according to the local authority’s code, and if the leave of absence for holiday was not authorised by the school, either the school or the local authority may issue a penalty notice.*

### ***Can schools decide whether parents should be prosecuted or not?***

*No. Only local authorities can make decisions on whether parents should be prosecuted for school attendance offences. All schools (including academies) have a duty to refer regular absence (authorised and unauthorised) to the relevant local authority. This may include any evidence to show how they supported the pupil and parent to improve attendance. It is for each local authority to judge each referral on its own merits and make a decision on the next probable cause of action.*

DFE’s guidance states that: (Repeated for you to retain on your section of the reply slip)

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