

Part 1 - to be completed by parents/carers

Name of Pupil:	Year/Class:
Address:	Date of birth:
	Telephone:
	Mobile:
Email:	
Last day of attendance in school prior to requested leave:	
Date of return to school:	
Please detail the reason for this application for term time leave, and why it cannot be taken in the school holidays. State here any exceptional circumstances that you feel support your request:	
Please provide the full address of where you, (or the responsible adult if you will not be attending) and your child/ren will be residing:	

Parent/carers signature:		Date:	
---------------------------------	--	--------------	--

Date form received by the school office:

Staff name:

Part 2 - completed by school office

%	Pupils current attendance
Tick	
	Supporting evidence (attached) if applicable
	Travel tickets/arrangements (attached) if applicable
	Details of any medical treatment being received by pupil abroad (attached) if applicable
	Reception pupils: will the pupil become statutory school age during the period of the requested leave?

Part 3 – to be completed by the Principal

Tick	
	Leave of absence granted based on evidence submitted.
	Request for leave of absence has not been approved as per DFE guidelines
	Request for leave of absence has been agreed forschool days. Pupil should return on

Agreed coding for registers (Please circle) = G C O M R
FPN (Please circle) = Y / N

Date form return to the Office:	
Date communication sent to parent/carer informing them of outcome & coding:	Letter Y/N Email Y/N Text Y/N
Principal Signature & Date	

Applications for Holidays or Leave in Term Time:

Paradigm Trust considers every application on its own merit, but our policy is not to grant leave for absence during term time, unless they are considered to be 'exceptional circumstances'. This is in line with the DfE guidance.

Any applications for leave in term time must be submitted at least 3 weeks in advance to the Principal.

Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be recorded as unauthorised.

Parents/Carers must provide supporting evidence of any *exceptional* circumstances and why the leave must be taken in term time instead of in the school holidays.

All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

If permission is refused and your child is absent on the days requested, they will be marked as unauthorised.

With the introduction of the National Framework for Penalty Notices issued by DfE, the following changes came into force for School Penalty Notices issued after 19th August 2024.

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days. This fine increases with a second offence and again on a third.

Per Parent, Per Child Penalty Notices are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

You will be notified of your holiday request outcome and if you will be liable for a fixed penalty notice.

If you have any further queries, please refer to our attendance policy <https://paradigmtrust.org/about-us/policies-and-documents/> section 8.