



# Minerva Learning Trust Request for Leave in Term Time Form

September 2020

Dear Parents/Carers

## **Notification of Term Time Leave**

You may be aware that all Schools and Local Authorities have been issued with guidance from the government to restrict the amount of term-time absence for students, Sheffield Local Authority has developed a policy that all schools in the Minerva Learning Trust have agreed to adopt.

**The policy states that no school will grant any notification for leave during term time unless there are 'exceptional circumstances'.**

The policy allows the Local Authority to consider legal action in the case of instances of unauthorised absence from school. Section 444 of the 1996 Education Act states that all parents have a legal obligation to ensure that their child attends school regularly.

Taking unauthorised term time holidays and/or persistent absence may make you liable for a Penalty Notice (fine). The penalty is a £120 fine, per parent/carer if paid within 28 days of receipt of the Penalty Notice, reduced to £60 per parent/carer, if paid within 21 days. If the payment is not made you may be prosecuted by Sheffield City Council for the original offence. This may result in a fine up to £1000 plus costs.

The Minerva Learning Trust is committed to raising the profile of attendance and its link to achievement. We would like to thank all those parents who continue to work with the school in ensuring that their children attend school on time, every day.

Yours faithfully

*Mrs P Birkwood*

**Mrs P Birkwood**

Trust Education Welfare Officer

## Notification of Term Time Leave (one form per child)

Before completing this form please ensure you have understood schools policy for term time leave

<b>Name of Student:</b>  <b>Year:</b>  <b>Form:</b>	<b>Siblings in this or other schools:</b> (name, dob, name of school)	
<b>Name of Parent/Carer 1:</b>  <b>DoB of Parent/Carer 1:</b>  <b>Address Parent/Carer 1:</b>   <b>Telephone Number:</b>  <b>Email:</b>	<b>Name of Parent/Carer 2:</b>  <b>DoB of Parent/Carer 2:</b>  <b>Address Parent/Carer 2:</b>   <b>Telephone Number:</b>  <b>Email:</b>	
<b>Number of days of requested leave:</b>  <b>First date of absence:</b> <span style="float: right;"><b>Date returning to school:</b></span>		
<p>Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be exceptional circumstance.</p> <p><b>Reason for leave:</b></p> <p><b>Do you consider there to be exceptional circumstances?</b></p> <p>Yes <input type="checkbox"/> Please attach additional information/evidence to support your circumstances</p> <p>No <input type="checkbox"/></p> <p><b>Where will you be staying during the leave period?</b></p> <p><b>Please provide the full address and Emergency contact details below</b></p>		
<ul style="list-style-type: none"> <li>I confirm that the information on this form is true.</li> <li>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.</li> <li>I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school.</li> <li><b>I am aware that I may be fined and /or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</b></li> </ul>		
Signed by Parent/Carer	Print name & relationship to child	Date
For school use only	Date request received	
<b>Has the notification been considered by the Headteacher? Y/N</b>  <b>Number of school days authorised .....</b> <b>Number of days unauthorised .....</b>  <b>Date of decision letter sent to parent/carers:</b>		
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with student attendance register.</b>		
Name of School:	Headteacher's signature:	Date: