



WILLIAM ELLIS SCHOOL
HIGHGATE ROAD
LONDON
NW5 1RN

HEADTEACHER: MR SAM WHITE

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Advance Request for Exceptional Leave during Term Time

Information for Parents & Carers

As a parent or carer you must fill in this form if you wish to apply for exceptional leave during term time. The school will respond within 10 school days of receiving a fully completed form.

New regulations came into force from September 2013. Schools can no longer grant up to 10 days' leave in special circumstances for the purpose of family holiday. Schools may now only grant leave in 'exceptional' circumstances.

We are unlikely to grant leave if:

- A young person's absence record for the previous 20 weeks is less than 97% even if any previous absence was due to unavoidable causes such as illness.
- The period of leave coincides with the start of term, half term, or is near to or coincides with tests, exams or other significant events in the school calendar.

Unauthorised absence

Parents do not have any right or entitlement to expect term time leave to be granted and all leave is granted at the discretion of the Headteacher. If leave is taken without authorisation, it will be recorded in the school attendance register as unauthorised absence - that is as truancy - and the matter may be referred to the school's education welfare officer.

It is the Headteacher's decision as to what constitutes exceptional circumstances, which might include the following:

- A parent or grandparent is seriously/terminally ill and it is likely to be the last such exceptional leave;
- There has recently been a significant trauma in the family and it is felt that exceptional leave for the child concerned might better deal with the situation;
- A significant event in the close family, eg, wedding of close relative

Penalties for unauthorised absence

If you take your child on leave without authorisation, the Local Authority has the power to issue a penalty notice of £60 per parent per child if paid within 21 days or rising to £120 if paid within a further 7 days. If payment is not received you may be fined up to £1000 in the magistrates court and receive a criminal record.

Request for Exceptional Leave in Term Time

I would like to request permission for the pupil listed below to have exceptional leave:

Name of child: _____ Tutor group: _____

Address: _____

Proposed Absence: From: _____ To: _____

Number of School Days absent: _____ Date of return to school*: _____

Are there any other siblings attending a Camden school? (Yes/No)

If yes, please give name of sibling(s)/their school(s) _____

Reason for absence and why leave cannot be taken during school holidays: _____

My child will have access to education during the visit (Yes/No)

If yes, please provide details: _____

Please give the name and telephone number of a person who can be contacted should there be any query about the child's return to school. This should be someone who will know how to contact you while you are on leave:

Name of contact: _____ Address: _____

Email address: _____

Telephone number (include full international code): _____

Signature of parent/carer: _____ Date: _____

If the child cannot return to school by this date, the school **MUST be notified as soon as possible and provided with an adequate explanation. If this is **NOT** done the child may be removed from the school roll.*

Note that any absences either side of your request/return date must be supported by written medical advice. Once you return your GP should confirm in writing that your child is well enough to return to school. Medical evidence must then be provided to the school for their records within one week of your child's return to school. If medical evidence is not provided the absences will be recorded as unauthorised.

Please email completed form to admin@williamellis.camden.sch.uk or bring to the school office in an envelope marked for the attention of the Headteacher.

(Office Use)

Current attendance level _____%

Previous request for exceptional leave? _____ (details)

Leave is/is not approved by headteacher

Number of authorised sessions under code H: _____

Number of unauthorised sessions under Code G: _____

Date of return to school: _____

Signed by Headteacher: _____ (Mr S White)