



BERRIDGE PRIMARY SCHOOL - EXTENDED LEAVE REQUEST

Date form given to parent -

To be completed by the Parent/Carer:

I apply for my child to be granted approval for extended leave in term time during the academic year: **2025/2026**

Name of Pupil: Class.....

Name of other siblings: Class.....

Name of other siblings: Class.....

Dates of intended leave: From..... to

I understand the dates submitted on this form will be used to inform the decision made. Any changes between the dates requested and actual leave taken, regardless of the reason, will result in leave being re-evaluated. This may mean that an authorised leave could be reassessed as unauthorised and incur a fixed penalty.

Reason for leave in term time:

.....
.....
.....

Have travel arrangements already been made prior to this request? YES/NO

Are you aware of any travel restrictions eg isolating which could delay your return - if so please state -

Signed (parent/carers) Date.....

FOR OFFICE USE ONLY:-

Flight tickets/travel confirmation/Evidence requested	Date Requested	Date Received

THIS FORM SHOULD BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN 4 WEEKS BEFORE THE PROPOSED EXTENDED LEAVE.
PLEASE ALLOW UP TO 5 WORKING DAYS FOR SCHOOL TO CONSIDER YOUR REQUEST

Please note carefully:

- It is very important that children attend school regularly or their education can be badly disrupted
- **Approval should be sought BEFORE the extended leave is booked as permission may not be granted by the school if the pupil's attendance record is poor (this is considered less than 96%)**
- In accordance with the Education regulations, which came into force from September 2013, leave will only be granted if there is an exceptional circumstance. Holidays will not be authorised.
- School considers each request on its own merit but does take into account the amount of time requested and previous attendance records
- If a pupil is taken out of school for extended leave without the school's approval the parent/carer may be liable for a penalty notice and the pupil could be taken off role
- Your child is NOT guaranteed a place back in school on return of extended leave

Useful Information for Parents

Term-time Leave

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force in August 2024.

The regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school:

- The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.
- The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.
- The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.