Marlborough
PRIMARY SCHOOL
Engage • Motivate • Support • Challenge

Parental Request for Term-Time Leave

Parents are expected to organise family holidays **outside** the school term dates during the school holiday period. **The DfE (Department for Education) have advised schools <u>not</u> to authorise holidays taken during term-time**. If you have some special circumstances which require you to take your child out of school during term-time, please complete this form and return it to the school office.

Please note that should you take this leave unauthorised, you must meet the return date given. You may run the risk of losing your child's place and a copy of your leave request will be forwarded to the Local Authority who may issue a fixed penalty notice.

Please provide evidence for your request i.e. flight bookings, invitations etc. Please note Marlborough Minders fees and/or trip, lunch and after school club monies will <u>NOT</u> be refunded due to unauthorised absences.

Pupil Name(s)	Year Group	Class	Class Teacher

Start date of Leave Date returning back to school

Purpose of visit / reason for term time absence *(please attach evidence of your itinerary/booking)*	Location

Please detail the full address of where you will be staying whilst away

Number of days requested			
Parental Signature		Date	

Yours sincerely,

Mrs N McKeever
Acting Headteacher

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No Term Time Leave will be authorised

3 days or more a referral will be made to the Education Welfare Officer

You will receive a warning letter.

Your name will be added to the database for future reference

A Penalty Notice is currently £60 per parent per child, if not paid within 21 days this increases to £120 per parent per child.

The purposes of the Penalty Notice is to prevent the escalation of unauthorised absences and to avoid prosecution. There is no power of appeal