



Executive Headteacher: Dr C Wilson
 Associate Headteacher: Mrs L Wood
 Fir Tree Lane, Newbury, Berkshire, RG14 2RA
 Tel: 01635 42129 Fax: 01635 230484
 Email: office@firtree.newburyacademytrust.org

Request for TermTime Leave

To be completed after a meeting with the headteacher has taken place

Education is a once in a lifetime opportunity

Headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**.

Parent to Complete-

| | | |
|---|-------------------------|------|
| Name of Pupil | | Form |
| Purpose of absence | | |
| Reason for absence during term time | | |
| Proposed start date of absence from school..... | Signed.....Parent/Carer | |
| Date of return to school..... | Date..... | |

Headteacher to complete –

| | |
|---|-----------|
| Number of days absence requested | |
| Percentage of attendance (12 school weeks prior to request) | |
| Has holiday during term time been requested previously and if so when | |
| Headteacher's approval/reason for not approving absence. | |
| Signed | Date..... |
|Headteacher | |

If the Headteacher's approval is not given and the holiday is still taken the absence will be recorded as unauthorised and may be referred to in any references given by the school.

ATTENDANCE NOTICE

Fir Tree School works with West Berkshire Council for matters related to attendance. The West Berkshire Council Code of Conduct in relation to Fixed Penalty Fines (FPFs) has been amended to take account of recent legislation changes which took effect on **1st September 2013**. Currently, Headteachers may grant leave of absence for the purposes of a family holiday of up to ten school days per year. The new legislation removes this, stating instead that Headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. The New Code sets out 3 circumstances in which a Fixed Penalty Fine may be issued. These are :-

1. Where a pupil is present in a public place during the first 5 days of being excluded from school
2. Where the pupil has had 10 or more school days of unauthorised absence within any 10 week school period
3. Where a pupil has had 5 or more school days of unauthorised absence in a 10 week school period and the unauthorised absence relates to a planned leave of absence e.g. holiday

Where a FPF is issued after 1st September 2013, payment will now be £60 if paid within 21 days. If not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If payment is not made within 28 days, the Council will proceed with formal legal action which may result in a fine of up to **£1000 and a criminal record**.

Please note the Council is unable to accept payment by instalments for FPFs. The full Code of Conduct is available to view on the Council's website at www.westberks.gov.uk (Education Welfare Service, School Attendance and Exclusions), and schools will be distributing revised leaflets shortly.

Any absence taken where a request has been refused by the headteacher, the absence will be recorded as "Unauthorised Absence". Such unauthorised holiday absence may result in a fixed penalty notice fine and legal action through a Magistrate's court. Fixed Penalty Fines are issued per parent per child.

You are advised not to make any booking before ascertaining if the proposed holiday can be authorised.

If you feel your application for a holiday falls within the exceptional circumstances criteria please complete the attached form.