



## Swanmead Community School

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Headteacher: Mr. M. Walker

### REQUEST FOR TERM-TIME LEAVE

#### IMPORTANT INFORMATION FOR PARENTS/CARERS

At Swanmead Community School we try our very best to ensure that every pupil is successful. It is well known that attainment is linked with attendance and all statistics show that pupils who attend regularly not only enjoy school life to the full but attain high grades.

Parents are legally responsible for the good attendance of their child and the Local Authority will take appropriate legal action in response to cases of poor attendance. This may include us as a school requesting:-

- Education Attendance Referral
- Fixed Penalty Notice (£60.00 fine per child per parent or carer)
- Court Action for failure to secure regular school attendance.

Lateness can become a problem, as vital information with regards to school work is usually given out at the beginning of lessons. Pupils arriving late can miss this which may have a negative effect on attainment.

We do have a legal obligation to close the register after the first 20 minutes of morning and afternoon sessions. If your child is late by less than 20 minutes they will be given a late mark. If lateness becomes an issue further action will be taken.

If your child is more than 20 minutes late for morning or afternoon sessions he/she will legally be considered as absent for part of that morning or afternoon session. Regular lateness of more than 20 minutes may therefore result in a Fixed Penalty Notice being issued by the Authority and/or further legal action.

*Authorised leave of absence to take family holidays can only be granted by the school in exceptional circumstances and should term time leave be unauthorised a penalty notice may be requested and served to each parent/carer per child.*

#### Important Information

Swanmead Community School will be following new guidelines set by the Government (September 1<sup>st</sup> 2013) with regards to requests for term time holiday leave. This includes adopting Somerset Local Authority arrangements with regards to the use of warning penalty notices and penalty notices for unauthorised sessions.



## REQUEST FOR TERM-TIME LEAVE

**To the Headteacher**

**I wish to apply for term time leave for my child**

Name	Class
1.	
2.	

from  to  inclusive

**The Exceptional Reasons for this request are:**

Signature (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

**Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.**

***NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.***

**Name of Child:**

**Re: Request for Term Time Leave**

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

The leave is from  to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature  
(Senior Teacher)

Date

Signature  
(Headteacher)

Date

**Re: Request for Term Time Leave**

You have requested ..... school days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other


Signature  
(Senior Teacher)

Date

Signature  
(Headteacher)

Date

