

EXCEPTIONAL TERM TIME LEAVE of ABSENCE (ETTLA) REQUEST FORM & PRE-REQUEST INFORMATION

Child's Name: One form per child		Date of Birth:	
Class/House/Tutor Group:		Year Group:	
A Parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility (PR) for a child; any person who has care of a child or young person by living with them.			
Adult applying for the ETTLA & thus 'allowing' absence:		First Name:	Surname:
Going away with the child? Yes / No	Do you live with the child? Yes / No	1st Line of Address & Postcode	Contact No:
Email Address:		Written Language:	
Where there are legal, court-ordered or safeguarding restrictions relating to another parent/carer, please notify the academy.			
Other Adult with PR (as per description above):		First Name:	Surname:
Going away with the child? Yes / No	Do you live with the child? Yes / No	1st Line of Address & Postcode	Contact No:
Email Address:		Written Language:	
Other Adult with PR (as per description above):		First Name:	Surname:
Going away with the child? Yes / No	Do you live with the child? Yes / No	1st Line of Address & Postcode	Contact No:
Email Address:		Written Language:	
Sibling(s) Name(s) (or other children in same household) & Year Group(s), House, Form/Class & School(s):		<i>For liaison under "Working Together to Safeguard Children"</i>	
Information provided on this form will be processed in accordance with the Trust Privacy Notice, available on the Trust website.			
First date of absence:		Last date of absence:	
		The date the child will be physically back in school is:	
Purpose of Absence: Please detail below <u>specific reasons</u> for the absence and what is exceptional about the circumstance. You may also attach a separate longer explanation if you wish. Please attach all <u>evidence or supportive information</u> that demonstrates why the absence is exceptional, especially why the absence cannot be taken during any school holiday period during the year. NB. Evidence can include, booking details, flight documents, booking cancellation details, certificates, appt letters etc., but submission of evidence does not mean the request will be authorised.			

BEFORE SUBMITTING THIS REQUEST, PLEASE READ THE INFORMATION ON PAGE 2 & SIGN BELOW TO CONFIRM YOU HAVE DONE SO. THIS ENSURES YOU ARE MAKING AN INFORMED DECISION/CHOICE ABOUT TAKING YOUR CHILD OUT OF SCHOOL.

DECLARATION: I/We have read all the Pre-Request Information and understand legal action may be taken. I/We also understand that if this is a repeated request for leave under the 'National Threshold' (annually or multiple), the LA may choose to prosecute under s444(1)/(1a) of the Education Act 1996.

Name(s) of Adults:		Signature(s) of adults:		Date:	
Request Received:		Received in advance of travel/absence?	Yes / No	Number of sessions:	Current Attendance:
Reason for Decision:				Decision:	AGREED / REFUSED
Head/Principal's Signature:				Date:	

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IMPORTANT: If a period of absence is **not requested in advance** and it is suspected that absence is due to unauthorised reasons e.g., holiday/recreation/leisure or unexplained, you will be required to provide **evidence** to prove the absence was for authorised exceptional reasons; failure to do so may result in a Penalty Notice (PN) or legal action being requested from the LA. A home visit may also be done where the reason for absence cannot be established or where safeguarding concerns might exist regardless of whether contact has been made.

1. There is no entitlement to leave of absence and Principals/Headteachers are unable to authorise absence unless it is for **exceptional circumstances** (The School Attendance (Pupil Registration) (England) Regulations 2024) AND it is requested in **advance**. Statutory DfE Guidance states absence cannot be authorised retrospectively – we ask for **3 weeks' notice** for admin and discussion wherever possible. Decisions will be notified in writing via email. You may be asked to supply further information or attend a meeting to discuss your request.
2. Term time absence is strongly discouraged as stated in the trust's **Attendance Policy** followed by all Meridian Trust Academies (available on the trust or academy's website). All requests will be considered **individually**, based on the information and evidence provided. Parents/Carers have a **legal duty** to ensure that their compulsory school age child attends regularly when enrolled at a school and failing to do this means they may be guilty of an offence (Section 444(1) Education Act 1996) – 'regular attendance' was determined in caselaw *IoW v Platt 2017* as "in accordance with the rules prescribed by the school" i.e., every day the school is open.
3. The **national threshold** for legal action is **10 unauthorised sessions of absence in a rolling 10-school week period**, at this point schools must consider if referral for a PN or other legal intervention is appropriate in line with statutory guidance and LA protocols. The current PN payment rates are **£160 per parent, per child**; reduced to £80 if paid within 21 days. If a **2nd offence** occurs within a rolling 3-yr period there is no reduction for the 2nd PN, it is a flat rate of **£160** per parent, per child. If a **3rd offence** occurs within a rolling 3-yr period, it is dealt with via **prosecution** in the Magistrates Court. Failure to pay a PN may result in court proceedings.
4. If the absence requested is **refused** the absence will be **recorded as unauthorised**. All unauthorised absence may cause legal action depending on the number of sessions (half days) requested. If the absence is below the above national threshold, a period of 30 days monitoring will be put in place, which may subsequently cause legal action to be considered. **NB.** LAs have discretion to not issue a PN and do a prosecution instead regardless of whether national threshold for legal action has been reached or not.
5. If the absence requested is **authorised**, the requested dates must be adhered to. Failure to do so will cause additional absences to be recorded as unauthorised, which may lead to the above actions if evidence of exceptional reasons (at your own cost) is not proven.
6. If unauthorised absence is **over 20 days** or a child fails to return after 10 days of expected return date, and your child's return to school cannot be confirmed, the academy may consider deletion from roll in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and local authority CME procedures.