



**TERM TIME ABSENCE (TTA) FOR EXCEPTIONAL CIRCUMSTANCES  
REQUEST FORM & PRE-REQUEST INFORMATION**

|   |  |  |  |                          |  |
|---|--|--|--|--------------------------|--|
| <b>Student's Name:</b><br>One form per student  |  |  |  | <b>Date of Birth:</b>    |  |
| <b>Class/House/Tutor Group:</b>   |  |  |  | <b>Year Group:</b>       |  |
| <p><b>A Parent/carer is defined under Section 576 of the Education Act 1996</b> 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.</p> |  |  |  |                          |  |
| <b>Adult Applying for Leave of Absence &amp; therefore 'allowing' the absence:</b>  |  | <b>First Name:</b>                                   |  | <b>Surname:</b>          |  |
| <b>Going away with Student?</b><br>Yes / No   | <b>Do you live with Student?</b><br>Yes / No | <b>1<sup>st</sup> Line of Address &amp; Postcode</b> |  | <b>Contact No:</b>       |  |
| <b>Email Address:</b>   |  |  |  | <b>Written Language:</b> |  |
| <b>Other Adult with PR</b> (as per description above):  |  | <b>First Name:</b>                                   |  | <b>Surname:</b>          |  |
| <b>Going away with Student?</b><br>Yes / No   | <b>Do you live with Student?</b><br>Yes / No | <b>1<sup>st</sup> Line of Address &amp; Postcode</b> |  | <b>Contact No:</b>       |  |
| <b>Email Address:</b>   |  |  |  | <b>Written Language:</b> |  |
| <b>Other Adult with PR</b> (as per description above):  |  | <b>First Name:</b>                                   |  | <b>Surname:</b>          |  |
| <b>Going away with Student?</b><br>Yes / No   | <b>Do you live with Student?</b><br>Yes / No | <b>1<sup>st</sup> Line of Address &amp; Postcode</b> |  | <b>Contact No:</b>       |  |
| <b>Email Address:</b>   |  |  |  | <b>Written Language:</b> |  |
| <b>Sibling(s) Name(s) (or other children in same household) &amp; Year Group(s), House, Form/Class &amp; School(s):</b>   |  |  |  |                          |  |

|  |  |                              |  |
|--|--|------------------------------|--|
| <b>First date of absence:</b>  |  | <b>Last date of absence:</b> |  |
| <b>Date child will physically be back in school:</b>   |  |                              |  |
| <p><b>Purpose of Absence</b> – Please ensure you detail <u>specific reasons</u> for the absence and <b>what is exceptional</b> about the circumstance. You may also attach a longer explanation if you wish.</p> <p>Please <b>attach</b> any <u>evidence or supportive information</u> that demonstrates why the absence is exceptional, especially why the absence cannot be taken during a school holiday period during the year.</p> <p><b>NB.</b> Types of evidence can include, booking details, flight documents, booking cancellation details to show absence could not be avoided, invitations, certificates, appointment letters etc.</p> |  |                              |  |

**BEFORE SUBMITTING THIS REQUEST, PLEASE READ THE FOLLOWING TO ENSURE YOU ARE MAKING AN INFORMED DECISION/CHOICE:**

**PRE-REQUEST INFORMATION:**

Please ensure you submit this request in **ADVANCE** of your child being absent from school. Statutory DfE Guidance states absence **MUST** be requested in advance to be authorised. We ask for 3 weeks' notice for admin and discussion wherever possible. Decisions will be notified in writing via post and email. You may be asked to supply further information or attend a meeting to discuss your request.

**IMPORTANT:** If a single period of absence is **not requested in advance** and it is suspected that it is due to unauthorised reasons e.g., holiday or recreation, leisure or unexplained absence, you will be required to provide **evidence** to prove the absence was for authorised exceptional reasons; failure to do so may result a Penalty Notice (PN) (fine) being requested/issued.



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1. Term time absence is strongly discouraged as stated in the trust's **Attendance Policy** followed by all Meridian Trust Academies which is available on the trust or academy's website. Parents/Carers have a **legal duty** to ensure that their compulsory school age child receive suitable full-time education through regular attendance at school or otherwise (s.7 of the Education Act 1996). If a compulsory school age child fails to attend regularly, the parent/carer may be guilty of an offence (Section 444(1) Education Act 1996). Caselaw: *IoW v Platt 2017* determined **regular attendance** as "in accordance with the rules prescribed by the school" i.e., every day that the school is open.

2. All requests will be considered **individually**, based on the information and evidence provided. Sibling details are required for liaison under 'Working Together to Safeguard Children'. There is no entitlement to leave of absence and Principal/Headteachers are unable to authorise absence unless it is for **exceptional circumstances** (The School Attendance (Pupil Registration) (England) Regulations 2024). Students should aspire to achieve a minimum of 96% attendance and once a child has reached the **national threshold of 10 unauthorised sessions of absence in a rolling 10-week period**, schools have a statutory duty to consider if a PN is appropriate or if support is required. The current PN payment rates are **£160 per parent, per child**; reduced to £80 if paid within 21 days. If a **2<sup>nd</sup> offence** occurs within a rolling 3-yr period a PN is issued at a flat rate of **£160** per parent, per child with no reduction. If a **3<sup>rd</sup> offence** occurs within a rolling 3-yr period, it is dealt with via **prosecution** in the Magistrates Court. The earliest starting point for a rolling 3-yr period is 19<sup>th</sup> August 2024. Failure to pay a PN may result in court proceedings.

3. If the absence requested is **refused** the absence will be **recorded as unauthorised**. All unauthorised absence carries a warning that legal action may be taken but this will depend 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.** Previous prosecution for absence or if repeated unauthorised leave that is under the national threshold is taken a PN may not be issued, and a prosecution may be done instead; it is at the LAs discretion.

4. 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 you cannot evidence the absence was for exceptional reasons (at your own cost).

5. If unauthorised absence is **over 20 days** (or 10 days after expected return) and exceptional circumstances were/are not applicable, and your child's return to school cannot be confirmed, they may be at risk of losing their school place and being registered as 'Child Missing Education (CME)' with the LA.

**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. **All adults living with & taking the child away from school must sign below:**

|          |  |               |  |       |  |
|----------|--|---------------|--|-------|--|
| Name(s): |  | Signature(s): |  | Date: |  |
|----------|--|---------------|--|-------|--|

**To be completed by the academy/school:**

|   |          |   |          |  |                  |                     |  |
|---|----------|---|----------|--|------------------|---------------------|--|
| Request Received:                                 |          | In advance of travel/absence?                                       | Yes / No | Number of school days:   |                  | Current Attendance: |  |
| Last year's attendance (if relevant e.g., Autumn) |          | Conversation or Meeting required to discuss reasons/gain more info? | Yes / No | Date additional evidence to be received by: (if appropriate)           |                  |                     |  |
| Reason for Decision:                              |          |   |          | Decision:  | AGREED / REFUSED |                     |  |
| Date decision letter posted to each parent/carer: |          |   |          | Date Email Copy Sent: (if sent)  |                  |                     |  |
| Principal/Headteacher Signature:                  |          |   |          | Date:  |                  |                     |  |
| Leave Taken:                                      | Yes / No | Absence (G/C) & Reason noted on Student MIS Record:                 | Yes / No | Return Date Diarised: (to consider next action e.g., PN, Monitor etc.) |                  | Yes / No            |  |