



Waterbeach Community Primary School

Learning - Laughter - Friendship

Headteacher: Neil Lloyd
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Date:

Request for Term Time Leave of Absence

To be submitted at least 4 weeks before you wish the absence to begin

Child(ren) Name(s):

Class Teacher:

Sibling(s) Name(s) in another school:

Name of School(s):

I would like to request that my child(ren) be granted leave of absence from school on

First day of absence:/...../.....

Last day of absence:/...../.....

This term time absence is unavoidable because:

.....
.....
.....
.....

Name/relationship to child of all adults accompanying child(ren) for requested absence:

.....
.....

Signed: Relationship to child(ren):

Date:



Our school encourages each child to grow into a happy, confident individual, thriving in a supportive community where each is inspired to learn and discover through a kaleidoscope of opportunities, with space to imagine and to create.



Dear Parent/Carer

The guidance [Working Together to Improve School Attendance. August 2024](#) advises schools that term-time leave can only be granted at the discretion of the Head Teacher on the basis of exceptional circumstances, and that term-time leave e.g. for the purposes of a family holiday, a “long weekend”, birthday/anniversary celebrations etc., should not be regarded as an ‘authorised absence’. It is recognised that the issue of term-time leave can often be a difficult one, but schools are now being asked to ensure that teaching and learning time lost to term-time leave is kept to an absolute minimum. Headteachers are asked to deal with each request on an ‘individual’ basis and to take into account the following considerations;

- **The nature of the absence**
- **Any particular individual family circumstances**
- **The timing of the period being requested**

Leave of absence for some family events, such as funerals, weddings etc., may be granted. Medical/dental absences are granted authorisation.

A Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child for single event absence of at least 5 consecutive school days where the absence is unauthorised as it is neither exceptional nor unavoidable. For a first Penalty Notice the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. For a second Penalty Notice since 19th August 2024, the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

If 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3 year period) then prosecution in relation to Section 444 of the Education Act 1996 may be considered as an alternative to a Penalty Notice being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 of the Education Act 1996 may also be considered.

Please complete the attached request form giving as much information as possible and return it to the school office with at least four weeks’ notice.

Yours sincerely

N Lloyd
Head Teacher



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