

ABSENCE FOR MILITARY REASONS IN TERM-TIME



(Only to be completed when the leave of absence is for military reasons)

This letter is to be completed by the relevant Flight Commander/Sqn Commander/ Officer Commanding (minimum rank Warrant Officer)

| Child's Name | Serving Parent's Name, Rank & Section |
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I confirm that is requesting a leave of absence during term time for their child/ren as their military leave has been allocated in term time and they have the following exceptional reasons:

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| Signed: | Name: |
| Rank: | Position: |
| Section: | Contact Telephone No: |



**Ministry
of Defence**

Directorate Children & Young People

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**Ministry of Defence Advice to Head Teachers
Term Time Absence for Service Children**

Since September 2013, by law, Head Teachers are only able to grant requests for leave during term time in “exceptional” circumstances.

Firstly and most importantly, the Ministry of Defence recognises that the educational needs of the Service child(ren) affected will always be a critical factor when determining whether term-time absence should be granted. The purpose of this advice note is to give additional guidance from the MOD to Head Teachers on when the operational needs of the Armed Forces may legitimately prevent Service families from taking leave during school holidays; and also to explain how Head Teachers can seek further advice from the MOD when dealing with specific cases.

As well as operational tours overseas or afloat, there are many situations where the unusual and often unpredictable demands of life in the Armed Forces may prevent Service families taking holidays together outside term time. These demands may see Service personnel deployed for lengthy periods on training as well as on operational activities, and may also see individuals remaining in their Base location, but with full-time duties preventing them taking leave during normal holiday periods.

As with all children, the decision on whether to authorise term-time holidays for the children of Service personnel sits solely with the Head Teacher of their school. Separate advice is being provided to Service families explaining how they should present evidence when requesting absence during term-time, and reminding them firmly that the educational needs of their child(ren) will remain of great importance. Advice is also being provided to Unit Commanding Officers and their Welfare Staffs to ensure support is only given to those legitimate applications made by their personnel.

To assist Head Teachers in making their decisions on absence applications, Unit Commanding Officers and their Welfare Staffs will be able to provide advice, verification and endorsement as required. If Head Teachers are unsure how to make contact with the relevant Armed Forces unit they should contact the MOD’s Directorate Children and Young People at DCYP-DCYP-Mailbox@mod.uk or on 01980 615008.