



Application for Leave of Absence (During Term Time)

Applying for absence because of a family holiday

If you have to take your family holiday during school term, please complete this form & hand in at the school office. Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

I wish to apply for my child/ren (please record child's name & class/year group)

to be authorised as being absent from school from _____ **to** _____ **(inclusive dates)**

Total number of school days requested: _____

The exceptional reason why the absence needs to be taken in term time is (please complete this section against the stated criteria in the reverse of this form).

Supportive evidence or a supportive signature should be provided for cases where:

An employer cannot accommodate leave for an employee during school holidays without serious consequences or a parent is self-employed & their employment prevents them from taking holidays in school holiday times

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance. (please see the warning notice on the back of this form)

Name of Parent/Carer making application	
Signature	
Date	

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1 September 2013) **to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances** relating to the application.

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school. There are 175 non-school days in each year for holidays, cultural experiences and family time. Please note that leave will **not** be granted if your child already has low attendance or if the leave coincides with important examinations.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the local education authority monitor your child's attendance and will take action if it is poor. **No parent/carer can demand leave of absence as of right.** The Education Regulations 2006 state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

Absence for a family holiday

The Government recommends that family holidays are taken outside school terms. Headteachers will *sometimes* give permission for a pupil to go on holiday during term time if they deem the circumstances to be 'exceptional'. The Headteacher will consider the reasons for the holiday, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The decision of the Headteacher is final.

The Headteacher will not normally give permission for more than 10 days' absence for a family holiday in any school year. Only in exceptional situations will the Headteacher give permission for a longer absence.

Authorised Holidays / Leave of Absence

If we do agree to a holiday or leave in term time, it is very important that your child comes back to school on the date agreed. Failure to return could result in your child being deleted from the school roll or legal action being taken against you for the absence. Our school has a duty to keep children safe and this includes knowing where they are.

Unauthorised Holidays / leave of absence

Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences. Parents/carers must obtain the school's permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

Penalty Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. The penalty is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority. Parents may be prosecuted if 28 days have expired and full payment has not been made. Failure to pay the penalty notice may result in Court action