

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education has amended the regulations and guidance in relation to absences in term time. There is no automatic right to take your child out of school during term time.

From 1<sup>st</sup> September 2013, the Department of Education will only allow a Headteacher to grant a leave of absence if there are **exceptional circumstances**. In determining whether or not an absence in such circumstances can be authorised, it is for the Headteacher to determine the number of days a child can be away from school *if* the leave is granted.

In you consider that your request falls into this category, you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with Local Authority guidance.

**Therefore, in the case of an unauthorised absence, our Education Welfare Officer will be notified and a Penalty Notice could be issued. Please note that Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid, this will result in further legal intervention.**

**All absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.**

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Class .....

First date of absence ..... Date of return to school .....

Exceptional circumstances are as follows:

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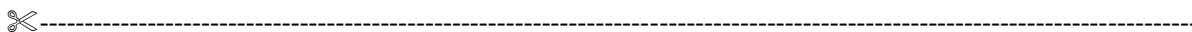
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*I understand that if the request is unauthorised the Education Welfare Service will be notified of the absence taken and a Penalty Notice could be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.*

Name of Parent/Carer making application .....

Signed ..... Dated .....

(Please ensure you are giving at least 14 days' notice of the proposed absence)



Pupil Name ..... Class .....

AUTHORISED: Your request has been authorised for the following dates \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

UNAUTHORISED: Your request is not authorised for the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

It is not considered that the circumstances you describe are exceptional. If you proceed to take the absence, a Penalty Notice could be issued.

Signed ..... Headteacher Date .....

