

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday. Before completing the application form, please read these notes carefully:

- The law states that you *do not have the right* to take your child out of school for holidays during term time.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than five days in any school year and there needs to be very exceptional circumstances.
- In reaching a decision it helps if there is evidence from a parent that proves exceptionality- an employer's letter/ holiday policy/ rota, for instance, if the claim is that the exceptionality is caused by the workplace. Just saying 'Parent's Working Pattern' does not give enough information.
- There are certain times of the year when a child may experience problems because of missing school. The school will not therefore authorise absence during the May & June testing periods, and in September at the start of a new school year. An absence at these times will almost certainly incur a Penalty Notice.
- In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account, including how much time a child has had absent with illness. It is advisable to discuss the circumstances of the absence with the Head Teacher.
- If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to the issuing of a Penalty Notice. Penalty notices are sent to all parents and those who are considered to have care for the child: partners and step parents of each child even if they do not have legal parental responsibility for the child.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached and return to school as far in advance of the proposed holiday as possible.

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name Class

Home Address

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I wish to apply for my child to be absent from school during the following dates:

Dates of prospective planned absence

Total number of school days missed

Reasons for absence from school:

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Supporting evidence attached: Yes / No Of what type?.....

I am applying for my child(ren) 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 for irregular school attendance.

Name of Parent/Carer making application

Signed

Date

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**